



Department of Treasury  
Internal Revenue Service

[REDACTED]

[REDACTED]

Notice	CP566
Notice date	March 1, 2008
To contact us	Phone [REDACTED] International calls: [REDACTED]
Case reference number	XXXXXX
Date of birth	[REDACTED]
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In response to your Individual Taxpayer Identification Number application

## We need information from you to process your Form W-7

We received your application for an Individual Taxpayer Identification number (ITIN) (Form W-7) but can't process it until you send us valid documentation and information that is missing from your application.

### What you need to do immediately

#### Provide the required documentation and/or information that was missing from your application

- Review the list on the Response form at the end of this notice and send us documentation that proves your identity and foreign status.
- Review your copy of the ITIN application (Form W-7) and make sure you answered all the questions.
- Complete the Response form at the end of this notice, and mail it to us (envelope enclosed) with your documentation so we receive it by April 15, 2008.

### IRS criteria for documents

#### A valid document issued by the U.S. Citizenship and Immigration Services (USCIS), U.S. military, or a U.S. state agency must meet these criteria

- Be issued by USCIS, U.S. military or U.S. state agency
- Be unexpired
- Show a photograph that identifies you, the applicant
- Show your name (must match your name on the Form W-7 and your tax return)
- Show your foreign or U.S. address
- Be legible
- Show the applicant is under 18 years of age at the time of the application for medical and/or school records

#### A valid document issued by a foreign country or military must meet these criteria

- Be issued by a foreign country recognized by the U.S. State Department
- Be unexpired

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#### IRS criteria for documents—**continued**

- Show a photograph that identifies you, the applicant
- Show your name (must match your name on the Form W-7 and your tax return)
- Be legible
- Require no translation
- Show the applicant is under 18 years of age at the time of the application for medical and/or school records

#### **About submitting copies**

- We prefer that you send notarized copies instead of original documents. However, if you choose to send an original, we will return it to you after your application is processed.
- If you are submitting a copy, it must be notarized by a U.S. Notary Public, or by a foreign notary. Foreign notaries must have an Apostille attached, as outlined by the Hague Convention (visit [www.irs.gov](http://www.irs.gov) and search for keyword “Apostille” or “Hague” for more information).
- If the document shows information on both sides, provide copies of the front and the back.

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#### **If we don’t hear from you**

If we don’t receive your Response form and supporting documentation by April 15, 2008, your application will be denied. To have an ITIN assigned, you would have to submit a new application (Form W-7).

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#### **Additional information**

- Visit [www.irs.gov/cp566](http://www.irs.gov/cp566). You can also find the following online:
  - Form W-7 instructions (see “How to Apply and Specific Instructions for acceptable documentation”)
  - Understanding Your IRS Individual Taxpayer Identification Number (ITIN) (Publication 1915)
  - U.S. Tax Guide for Aliens (Publication 519)
- You may qualify for assistance from a professional tax assistant at a Low Income Taxpayer Clinic that provides help at little or no charge. For additional information, download the Low Income Taxpayer Clinic List (Publication 4134) from [www.irs.gov](http://www.irs.gov) or call 1-800-829-3676 to request a copy.
- For tax forms, call 1-800-TAX-FORM (1-800-829-3676).
- Keep this notice for your records.

If you need assistance, please don’t hesitate to contact us.



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## Response Form

Complete this form, and mail it to us so we receive it by April 15, 2008. If you use the enclosed envelope, be sure our address shows through the window.

### Provide your contact information

If your address has changed, please make the changes below.

[redacted]

☐ a.m.  
☐ p.m.

☐ a.m.  
☐ p.m.

Primary phone

Best time to call

Secondary phone

Best time to call

### 1. Indicate which of the following items you are sending

Review the list below and send us:

- 2 documents that prove your identity and foreign status
- 1 document must have a photo
- Birth certificate (required if you are under age 18)

Note: If you send a passport, no other document is required.

All copies must be notarized by a U.S. notary, certified by the issuing agency or official custodian of the original record, or have Apostille of Hague convention attached.

I am enclosing the following documentation as verification of my identity (check all that apply):

#### Documents the IRS accepts

#### Can be used to establish:

	Foreign Status	Identity	Photo
<input type="checkbox"/> Passport	x	x	x
<input type="checkbox"/> Visa issued by U.S. Department of State.	x	x	
<input type="checkbox"/> U.S. Citizenship and Immigration Services (USCIS) photo identification	x	x	x
<input type="checkbox"/> National identification card (must be current, with name, photo, address, date of birth, expiration date)	x	x	x
<input type="checkbox"/> U.S. driver's license		x	x
<input type="checkbox"/> U.S. military identification card		x	x
<input type="checkbox"/> U.S. state identification card		x	x
<input type="checkbox"/> Foreign driver's license		x	
<input type="checkbox"/> Foreign military identification card	x	x	x
<input type="checkbox"/> Foreign voter's registration card	x	x	
<input type="checkbox"/> Civil birth certificate (required if you are under age 18)	x	x	
<input type="checkbox"/> School records (valid only if you are under age 18)	x	x	
<input type="checkbox"/> Medical records (valid only if you are under age 18)	x	x	

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2. Complete the information missing from the W-7 you previously submitted

Please indicate your country of birth (Form W-7, line 4).

Country of birth

Please indicate your date of birth (Form W-7, Line 4).

Date of birth (MM/DD/YYYY)

3. Send this Response form to us

Mail your Response form to us along with any documentation so we receive it by April 15, 2008. If you're using your own envelope, mail your package to the address on this form.