

## **Dear Our Customers,**

The Embassy of the Federal Democratic Republic of Ethiopia in Washington, DC would like to inform all Ethiopians and Ethiopian Origin Diasporas that it has been facilitating the issuance of Tax Identification Number (TIN) in collaboration with Ministry of Revenue.

Therefore, the Service shall be provided at the embassy during our business working hours. To get the service customers will be required to provide a copy of valid Ethiopian passport and Permanent Residence ID (for those who haven't changed their nationality) and a copy of valid American passport and Ethiopian Origin ID (for those who have changed their nationality).

On the other hand, those customers who cannot visit the Embassy in Person shall send the required information by mail as per the following requirements and procedures.

### **Requirements of Tax Identification Number (TIN)**

1. Download both a registration and finger print forms. Click here to download the from [Registration form](#) and [Finger Print Form](#)
2. Print the form on a clean white A4 or Letter size paper. Make sure that the top left and bottom right corner 'markers' are printed
3. Complete fields: 2.1 to 6.5 ( do not fill in fields: 1 and 7 (7.1 & 7.2) )
4. Take the form to the nearest law enforcement agency (e.g. Police Station) to have fingerprints taken and transposed to the form using ink as follows:

- a. Mark an 'X' to indicate which fingerprints cannot be taken (Missing fingers).
  - b. Please use only BLACK ink.
  - c. Fingerprints taken should be flat and not rolled.
  - d. Ensure that each fingerprint image is placed in the center of the box provided.
  - e. Fingers should be spread slightly, not pressed together.
  - f. Try not to slant the fingers or have it at an angle.
5. The officer, who captures the fingerprints, should complete Block-1 with his/her relevant details.
  6. Affix a color passport photograph to B using glue, not a staple, as this will damage the photograph. It should neatly fit in the block, and should not be larger or smaller.
  7. Enclose a copy of valid Ethiopian passport and Permanent Residence ID (for those who haven't changed their nationality) and a copy of valid American passport and Ethiopian Origin ID (for those who have changed their nationality).
  8. Upon completion send the documents to the Embassy of Ethiopia in Washington, DC by mail (3506 International Drive, Washington, DC, 20008, USA).
  9. Make sure that you are given a receipt for your application.
  10. Yourself appointed representative should regularly follow up with ERCA on the status of your application. ERCA will not contact you or your representative. Your representative will be responsible to ensure that you get your newly issued TIN number. You will be able to collect your TIN card from ERCA once you are back in Addis Ababa.