

PDF Filing Method

FinCEN's electronic filing system allows reporting companies to file Beneficial Owner Information Reports (BOIRs). If you opt to use the PDF filing method, you will download the PDF version of the BOIR, complete the PDF BOIR locally on your computer or mobile device, and then, upload the completed PDF BOIR for online submission.



Need further information? Consult the Small Entity Compliance Guide or PDF BOIR E-File Step-by-Step Instructions.

Before You Begin



- Collect the required information from beneficial owners and company applicants (if applicable): each individual's name, date of birth, address, a unique identifying number from an acceptable identification document, and the name of the issuing jurisdiction of that identification document. (If an individual has a FinCEN ID, that may be collected instead.)
- Obtain an electronic image of the acceptable identification document, which is required for each company applicant and beneficial owner unless a FinCEN ID is provided. An acceptable identification document is a State-issued driver's license, State/local/Tribe-issued ID, U.S. passport, or foreign passport.

Note: A foreign passport is only acceptable if the individual does not have one of the other identifying documents.

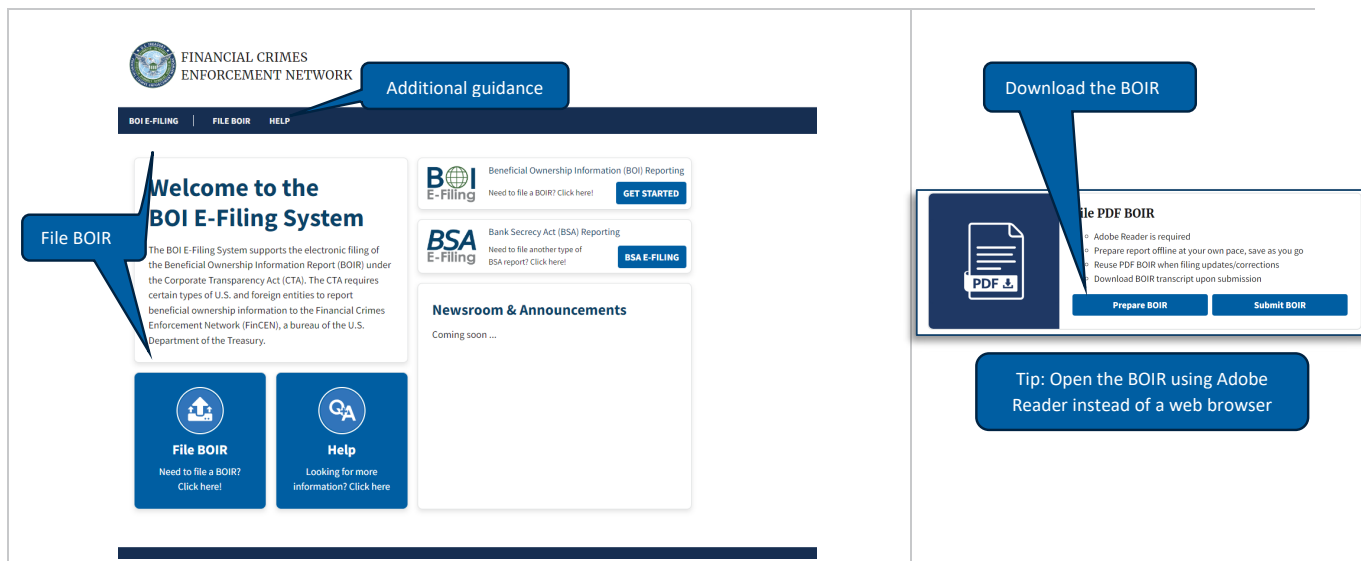
The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are JPG/JPEG, PNG, and PDF. The maximum file size for each image is 4 MB.

- Have either web browser available (e.g., Microsoft Edge, Google Chrome) and Adobe Acrobat Reader installed on your device.

Navigate to the BOIR E-Filing Application & Download the BOIR PDF



- The BOIR E-Filing application home page (<https://boiefiling.fincen.gov>) can be accessed from a personal computer or tablet device that has internet connectivity. On this home page, **click "File BOIR."** On the next screen, **click "Prepare BOIR" under the "File PDF BOIR" option** to download the PDF BOIR.



The screenshot shows the BOIR E-Filing System home page. The header includes the Financial Crimes Enforcement Network logo and navigation links for BOIR E-FILING, FILE BOIR, and HELP. A blue callout bubble labeled "Additional guidance" points to the HELP link. The main content area features a "Welcome to the BOIR E-Filing System" message, a "File BOIR" button (highlighted with a blue callout bubble), and a "Help" button. Below these are links for "Need to file a BOIR? Click here!" and "Looking for more information? Click here!". The right sidebar contains links for "Beneficial Ownership Information (BOI) Reporting", "Bank Secrecy Act (BSA) Reporting", and "Newsroom & Announcements". A blue callout bubble labeled "Download the BOIR" points to the "File PDF BOIR" option in the sidebar. Below this, a blue callout bubble labeled "Tip: Open the BOIR using Adobe Reader instead of a web browser" points to the "Prepare BOIR" button.

Complete the PDF BOIR

- Start by completing the Filing Information in the 'Home' tab. You must first indicate the 'Type of filing.'
- Then click on the other tabs and enter the required information, attaching images of the acceptable identification documents of beneficial owners or company applicants as appropriate where indicated.

The screenshot shows the 'Beneficial Ownership Information Report' interface. At the top, there are four tabs: 'Home', 'Reporting Company', 'Company Applicant(s)', and 'Beneficial Owner(s)'. A blue callout box points to the 'Reporting Company' tab with the text: 'Click on each additional section tabs or scroll down to fill out additional fields'. To the right, the 'Filing Information' section is displayed, containing a list of filing types with corresponding checkboxes:

Filing Information	
1. * Type of filing:	
a. Initial report	<input type="checkbox"/>
b. Correct prior report	<input type="checkbox"/>
c. Update prior report	<input type="checkbox"/>
d. Newly exempt entity	<input type="checkbox"/>

- There are four (4) tabs at the top of each page of the BOIR PDF. The tab for the section in which you are working will be highlighted.

The screenshot shows the 'Beneficial Ownership Information Report' interface with the 'Reporting Company' tab highlighted. Below the tabs, the 'Part I. Reporting Company Information' section is visible. It includes fields for:

- 3. Request to receive FinCEN Identifier (FinCEN ID) ☐
- 4. Foreign pooled investment vehicle ☐
- Full legal name and alternate name(s):
 - 5. * Reporting Company legal name
 - 6. Alternate name (e.g. trade name, DBA)

 A blue callout box points to the 'Reporting Company legal name' field with the text: 'See tool tips by hovering over the field'.

Prepare to Submit the PDF BOIR

- The PDF BOIR is ready to be filed when you have entered the required information into all appropriate fields. To prepare to file the PDF BOIR, go to the 'Home' tab in the PDF, and 'Validate', 'Finalize', and 'Save' (and optionally 'Print') the BOIR. Note: You can select 'Edit Report' to unlock the BOIR and re-edit if necessary.

The screenshot shows the 'Report Preparation & Submission Instructions' section. It contains a list of instructions numbered 1 through 6, each corresponding to a button on the left:

Report Preparation & Submission Instructions:	
Instructions	1. Complete the report in its entirety with all required information. Click Instructions for help.
Validate	2. Click Validate to ensure all entered data is properly formatted and that all required fields are completed.
Finalize	3. Click Finalize to lock the entries in the report and prepare it for submission. Click Edit Report to unlock and re-edit.
Save	4. Click Save to retain a local copy of the report (this can be done at any time during report preparation).
Print	5. (Optional) Click Print to print a hard copy of your completed report.
Ready To File	6. Select Ready to File (activated after the report is finalized and saved locally) to begin the submission process.

Submit the PDF BOIR

- When you are ready to submit, return to the BOI E-Filing application home page, click “File BOIR”, then and click ‘Submit BOIR’ under the “File PDF BOIR” option. A submission page will open; enter your name and email address, upload your completed PDF BOIR by dragging it to the indicated box or selecting it from the appropriate folder, and complete the required certification. Then select the “Submit BOIR” button.

The image shows two side-by-side screenshots of the FinCEN E-Filing interface. The left screenshot is titled 'File PDF BOIR' and lists instructions: 'Adobe Reader is required', 'Prepare report offline at your own pace, save as you go', 'Reuse PDF BOIR when filing updates/corrections', and 'Download BOIR transcript upon submission'. It has 'Prepare BOIR' and 'Submit BOIR' buttons. A callout bubble says 'Ready to file'. The right screenshot is titled 'Submit the Beneficial Ownership Information Report (BOIR)' and contains a form with fields for Email, Confirm Email, First Name, and Last Name. It also has a file upload area with a callout 'Upload BOIR PDF'. Below the form is a certification checkbox and a 'Submit BOIR' button. A callout bubble says 'Review and certify, then “Submit BOIR” button will be activated'.

Submission Confirmation

- The system will display a processing screen with a percentage bar after you click ‘Submit’. A submission status screen will appear when processing is complete. You will be able to download a copy of your BOIR filing from this submission status page.

The image shows a screenshot of the 'Submission Status Confirmation' page. At the top is the 'FINANCIAL CRIMES ENFORCEMENT NETWORK' logo and navigation links for 'BOI E-FILING', 'FILE BOIR', and 'HELP'. The main heading is 'Submission Status Confirmation'. Below it is a table with submission information: Status (FILING SUCCESSFUL), BOIR ID (50000000000004), Submission Tracking ID (BOIR23122065834393d0), Received Timestamp (UTC) (2023-12-20T19:42:19Z), and Reporting Company FinCEN ID (2000-0000-0002). Below the table is a section for 'SUBMITTER INFORMATION' with fields for First name (John), Last name (Smith), and E-mail address (John.Smith@em). A callout bubble says 'Submission status.'. At the bottom, there is an 'IMPORTANT!' notice and a 'Download Transcript' button. A callout bubble says 'Download the PDF transcript, which serves as receipt of submission.'.