

### Online Filing Method

FinCEN's electronic filing system for beneficial ownership information is where companies go to file Beneficial Owner Information Reports (BOIRs). If you opt to use the online filing method, you will complete your BOIR online by directly entering your information into FinCEN's system.



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



- Collect 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.) You must have this information available when filing a BOIR through the web filing method (an "Online BOIR") because you complete and submit the web filing in real time. It cannot be saved and worked on later.

- 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.

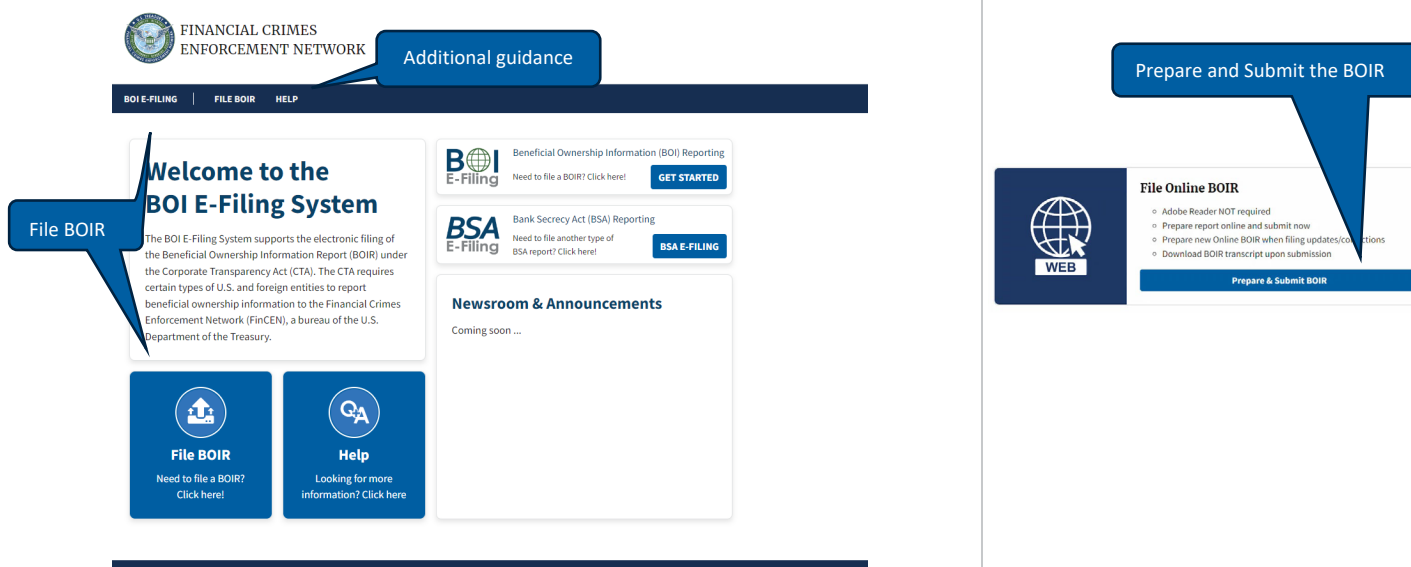
The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are JPG/JPEG, PNG, and PDF. The maximum file size for each image is 4 MB.

- Have either web browser (e.g., Microsoft Edge, Google Chrome) available.

### Navigate to the BOIR E-Filing Application



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



The screenshot shows the BOIR E-Filing System home page. At the top, there is a navigation bar with links for "BOIR E-FILING", "FILE BOIR", and "HELP". A blue callout bubble labeled "Additional guidance" points to the "HELP" link. Below the navigation bar, the main content area is divided into several sections. On the left, a large blue callout bubble labeled "File BOIR" points to a "Welcome to the BOIR E-Filing System" section. This section includes a brief description of the system and two buttons: "File BOIR" (with a house icon) and "Help" (with a question mark icon). To the right of the welcome section, there are two smaller sections: "Beneficial Ownership Information (BOI) Reporting" and "Bank Secrecy Act (BSA) Reporting". Both sections have a "GET STARTED" button. Below these, there is a "Newsroom & Announcements" section with the text "Coming soon ...". On the far right, a blue callout bubble labeled "Prepare and Submit the BOIR" points to a "File Online BOIR" section. This section includes a list of instructions: "Adobe Reader NOT required", "Prepare report online and submit now", "Prepare new Online BOIR when filing updates/corrections", and "Download BOIR transcript upon submission". At the bottom of this section is a "Prepare & Submit BOIR" button.

## Complete the Online BOIR

- Start your Online BOIR by completing the Filing Information section. You must first indicate the 'Type of filing.'
- Click on each of the section tabs to enter additional required information, attaching images of acceptable identification documents of beneficial owners or company applicants as appropriate where indicated.

**Beneficial Ownership Information Report (BOIR)**

OMB No. 1506-0076

Complete the report in its entirety with all required information. Fields marked with an asterisk (\*) symbol are the fields that, at a minimum, must be completed by all companies to file the report. Reporting companies, however, must include all information 31 CFR 1010.380(b) requires them to provide, regardless of whether a field is marked with an asterisk (\*) symbol. These information requirements are summarized above under HELP.

**Filing Information**

[Need help?](#)

\*1. Type of filing:

☐ a. Initial report

☐ b. Correct prior report

☐ c. Update prior report

☐ d. Newly exempt entity

Date prepared (auto-filled)

12/20/2023

[Previous](#) [Next](#)

## Submit the Online BOIR

- The Online BOIR is ready to be filed when you have entered the required information into all appropriate fields. On the 'Submission' section of the Online BOIR, enter your name and email address and complete the required certification. Then select the 'Submit Online BOIR' button.

**Submission**

Complete all fields below before submitting. Directly after submission, a processing page will be displayed, followed by a page confirming the status of your report. This confirmation page will also give you an opportunity to download a transcript of your report.

\*Email

\*Confirm Email

\*First Name

\*Last Name

\*I certify that I am authorized to file this BOIR on behalf of the company, that the information contained in this BOIR is true and correct.

☐ I agree

**COMPLIANCE REMINDER:** The willful failure to report or update beneficial ownership information to FinCEN, the willful failure to update beneficial ownership information previously reported information changes, or the willful provision of false or fraudulent beneficial ownership information to FinCEN, may result in civil or criminal penalties. A person may also be subject to civil or criminal penalties for willfully causing a reporting company to report incomplete or false beneficial ownership information to FinCEN.

☐ I am human


[Submit BOIR](#)

[Previous](#) [Next](#)

## Submission Confirmation

- After you select 'Submit Online BOIR,' the system will display a submission status screen. You will be able to download a copy of your BOIR filing from this submission status page.

An official website of the United States government [Here's how you know](#)

 **FINANCIAL CRIMES  
ENFORCEMENT NETWORK**

[BOI E-FILING](#) | [FILE BOIR](#) | [HELP](#)

### Submission Status Confirmation

**SUBMISSION INFORMATION**

Status	FILING SUCCESSFUL. You may download the transcript below.
BOIR ID	50000000000004
Submission Tracking ID	<a href="#">BOIR23122065834393d0</a>
Received Timestamp (UTC)	2023-12-20T19:42:19Z
Reporting Company FinCEN ID	2000-0000-0002

**SUBMITTER INFORMATION**

First name	John
Last name	Smith
E-mail address	John.S

**IMPORTANT!** Before closing this page, we strongly recommend downloading your transcript below.

[Download Transcript](#)

Download a PDF copy of your submission. This transcript serves as a receipt of your submission.