



## CAA ITIN APPLICATION & RENEWAL CHECKLIST

Please bring the following documents.

### Identification & Certification

- Passport (preferred)
- If no passport: two documents (ID, DL, birth certificate, etc.)
- Copies certified by CAA are accepted

### Federal Tax Return

- Completed federal tax return (1040, 1040-NR, etc.)
- Docs for treaty-based exception (if applicable)

### Supporting Documents for Dependents

- Birth certificate
- Passport
- School records (under 18)
- Medical records (under 6)

### Renewal-Specific Documents

- Current ITIN notice or letter
- Valid identity documents
- Federal tax return (if applicable)

### Completed Forms

- IRS Form W-7
- Supporting statements for exceptions
- Signed certification checklist (CAA)

### CAA-Specific Notes

- No need to mail originals if CAA certifies
- Names must match exactly
- Verify expiration dates
- Select proper category on W-7