Beneficial Ownership Information

Quick Reference Guide

Beneficial Owner Information Report (BOIR) E-Filing

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.

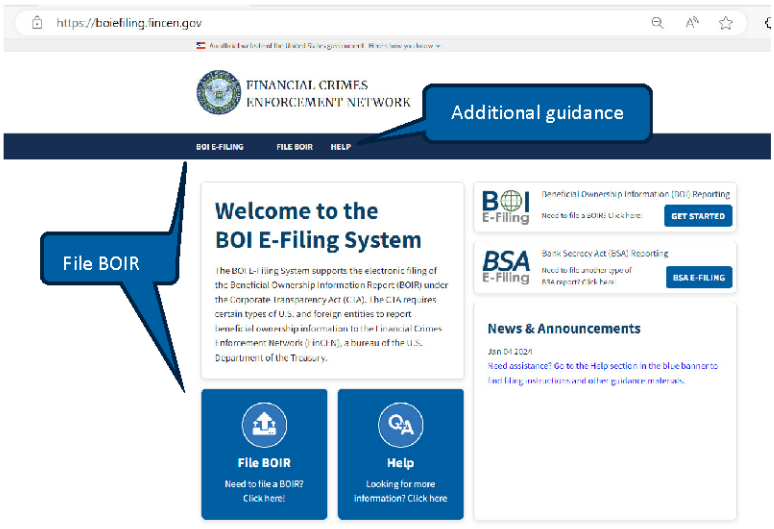
  Note: A foreign passport is only acceptable if the individual does not have one of the other identifying documents.

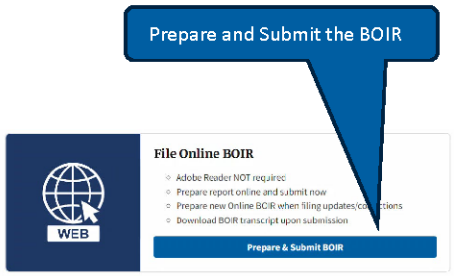
  The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are JPG/JPEG, PNG, and PDF. The maximum file size for each image is 4 MB.

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

Navigate to the BOIR E-Filing Application

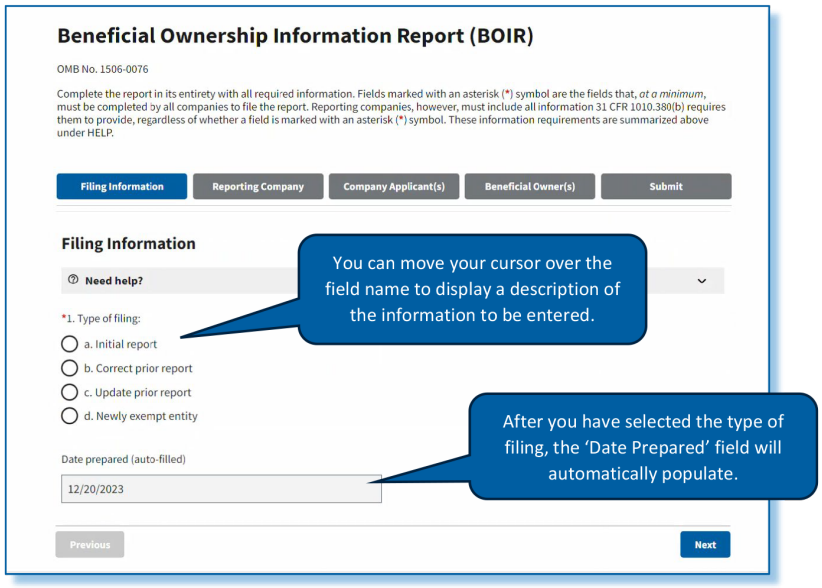
- The BOIR E-Filing application home page (https://boiefiling.fincen.gov) can be accessed from a personal computer or mobile device that has internet connectivity. On this home page, click "File BOIR." On the next screen, click "Prepare & Submit BOIR" under the "File Online BOIR" option to begin completing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





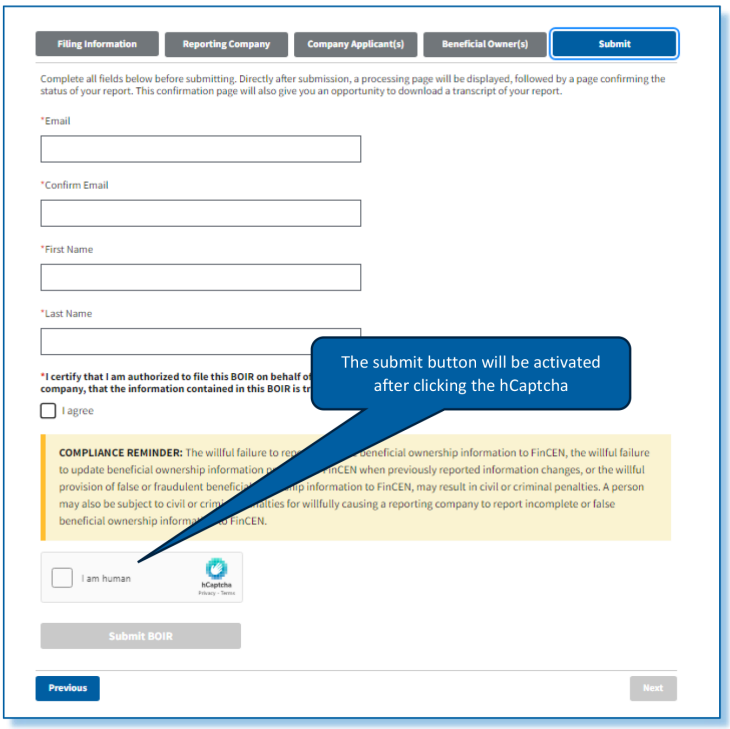
Complete the Online BOIR

- 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.



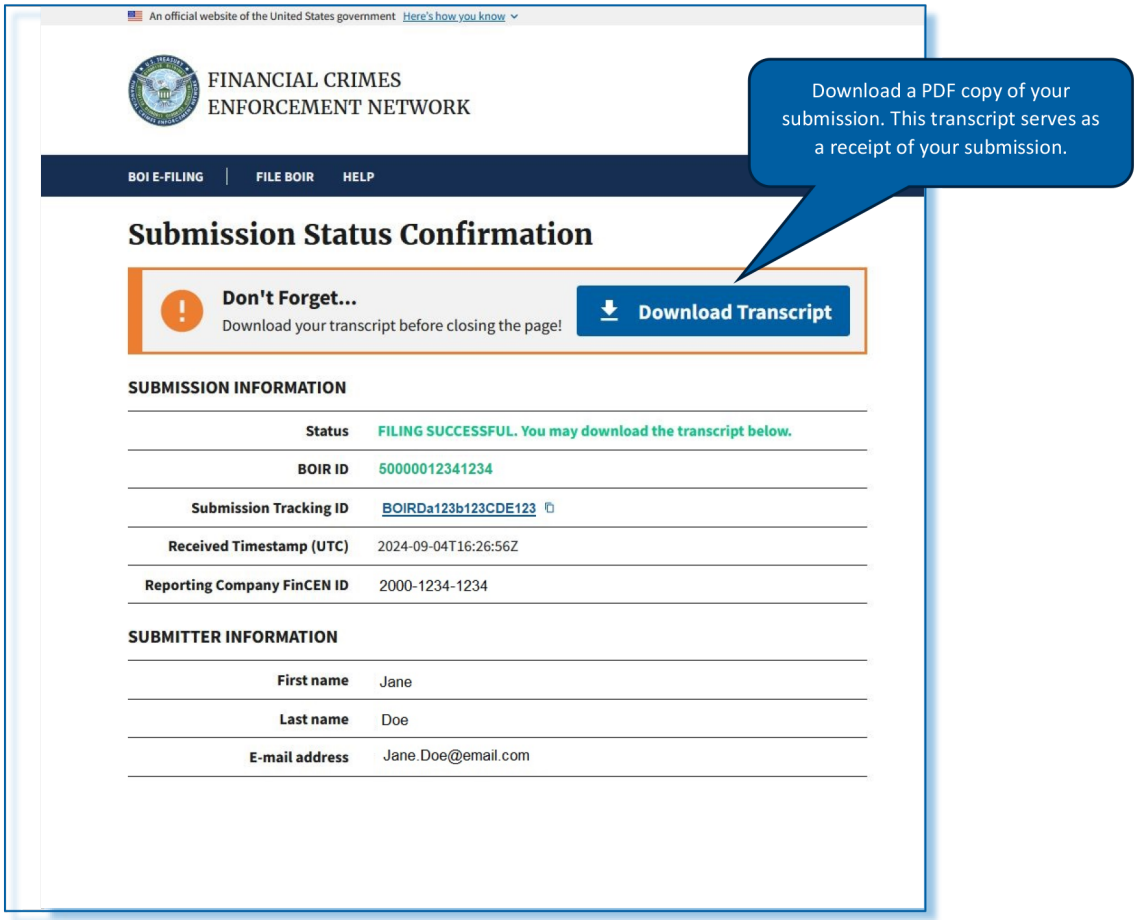
Submit the Online BOIR

- 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 BOIR' button.

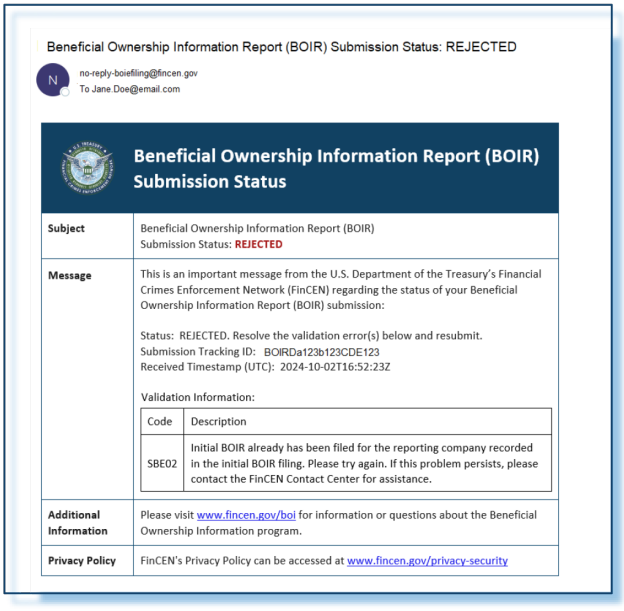


Submission Confirmation

- After you select 'Submit 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.



- You will also receive an email informing you of a successful filing or a rejected filing. Examples of the emails are displayed below:



Revision History

Version	Change Description	Date
1.0	Initial version	1/1/2024
1.2	• Submission Status Confirmation screen shot update (Download Transcript button moved to the Top) • Added Email Confirmation screen shots for "Filing Successful" & "Rejected" status	1/13/2025