

## 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.

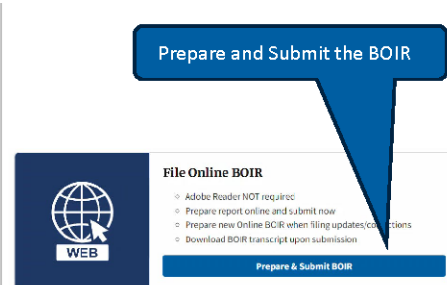
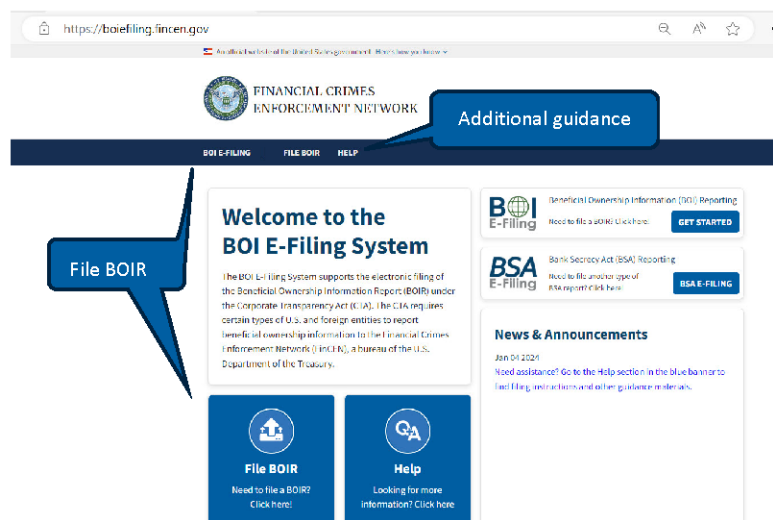
The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are JPG/JPEG, PNG, and PDF. The maximum file size for each image is 4 MB.

- 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.

**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** | Reporting Company | Company Applicant(s) | Beneficial Owner(s) | Submit

**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

You can move your cursor over the field name to display a description of the information to be entered.

After you have selected the type of filing, the 'Date Prepared' field will automatically populate.

## 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.

**Filing Information** | Reporting Company | Company Applicant(s) | Beneficial Owner(s) | **Submit**

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 reporting company, that the information contained in this BOIR is true and correct, and that I agree to the terms and conditions of the reporting process.

☐ I agree

**COMPLIANCE REMINDER:** The willful failure to report or update beneficial ownership information to FinCEN, the willful failure to provide false or fraudulent beneficial ownership information to FinCEN when previously reported information changes, or the willful failure to update beneficial ownership information to FinCEN when previously reported information changes, 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

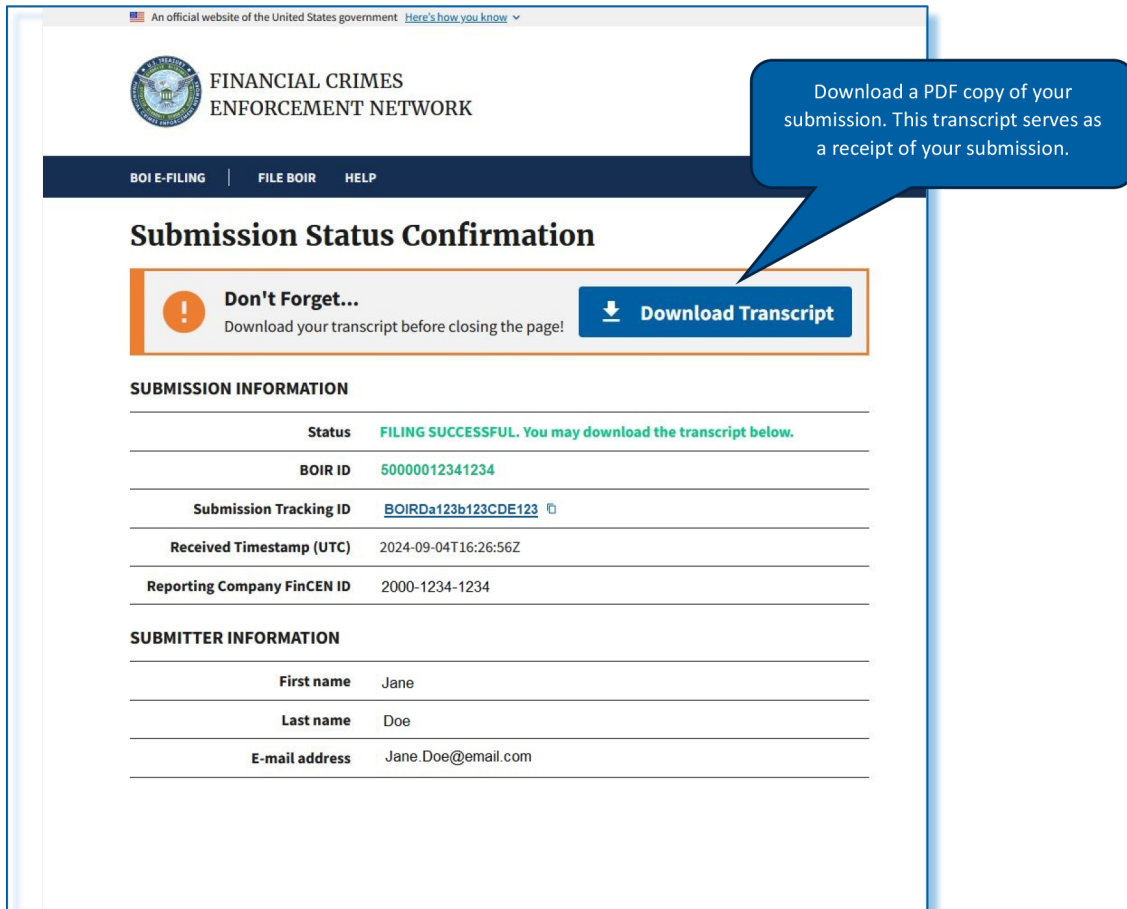
Submit BOIR

Previous | Next

The submit button will be activated after clicking the hCaptcha

## 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.




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


**Don't Forget...**  
 Download your transcript before closing the page!
 [Download Transcript](#)

SUBMISSION INFORMATION	
Status	FILING SUCCESSFUL. You may download the transcript below.
BOIR ID	50000012341234
Submission Tracking ID	BOIRDa123b123CDE123
Received Timestamp (UTC)	2024-09-04T16:26:56Z
Reporting Company FinCEN ID	2000-1234-1234

SUBMITTER INFORMATION	
First name	Jane
Last name	Doe
E-mail address	Jane.Doe@email.com

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

Beneficial Ownership Information Report (BOIR) Submission Status: FILING SUCCESSFUL

no-reply-boiefiling@fincen.gov  
To Jane.Doe@email.com

### Beneficial Ownership Information Report (BOIR) Submission Status

<b>Subject</b>	Beneficial Ownership Information Report (BOIR) Submission Status: <b>FILING SUCCESSFUL</b>
<b>Message</b>	This is an important message from the U.S. Department of the Treasury's Financial Crimes Enforcement Network (FinCEN) regarding the status of your Beneficial Ownership Information Report (BOIR) submission:  Status: FILING SUCCESSFUL Submission Tracking ID: BOIRDa123b123CDE123 Received Timestamp (UTC): 2024-10-03T16:21:03Z
<b>Additional Information</b>	Please visit <a href="http://www.fincen.gov/boi">www.fincen.gov/boi</a> for information or questions about the Beneficial Ownership Information program.
<b>Privacy Policy</b>	FinCEN's Privacy Policy can be accessed at <a href="http://www.fincen.gov/privacy-security">www.fincen.gov/privacy-security</a>

Beneficial Ownership Information Report (BOIR) Submission Status: REJECTED

no-reply-boiefiling@fincen.gov  
To Jane.Doe@email.com

### Beneficial Ownership Information Report (BOIR) Submission Status

<b>Subject</b>	Beneficial Ownership Information Report (BOIR) Submission Status: <b>REJECTED</b>				
<b>Message</b>	This is an important message from the U.S. Department of the Treasury's Financial Crimes Enforcement Network (FinCEN) regarding the status of your Beneficial Ownership Information Report (BOIR) submission:  Status: REJECTED. Resolve the validation error(s) below and resubmit. Submission Tracking ID: BOIRDa123b123CDE123 Received Timestamp (UTC): 2024-10-02T16:52:23Z  Validation Information: <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>SBE02</td> <td>Initial BOIR already has been filed for the reporting company recorded in the initial BOIR filing. Please try again. If this problem persists, please contact the FinCEN Contact Center for assistance.</td> </tr> </tbody> </table>	Code	Description	SBE02	Initial BOIR already has been filed for the reporting company recorded in the initial BOIR filing. Please try again. If this problem persists, please contact the FinCEN Contact Center for assistance.
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SBE02	Initial BOIR already has been filed for the reporting company recorded in the initial BOIR filing. Please try again. If this problem persists, please contact the FinCEN Contact Center for assistance.				
<b>Additional Information</b>	Please visit <a href="http://www.fincen.gov/boi">www.fincen.gov/boi</a> for information or questions about the Beneficial Ownership Information program.				
<b>Privacy Policy</b>	FinCEN's Privacy Policy can be accessed at <a href="http://www.fincen.gov/privacy-security">www.fincen.gov/privacy-security</a>				

## Revision History

Version	Change Description	Date
1.0	Initial version	1/1/2024
1.2	<ul style="list-style-type: none"><li>● Submission Status Confirmation screen shot update (Download Transcript button moved to the Top)</li><li>● Added Email Confirmation screen shots for “Filing Successful” &amp; “Rejected” status</li></ul>	1/13/2025