



**ΑΑΔΕ**

Independent Authority  
for Public Revenue (IAPR)

SERVING PUBLIC INTEREST  
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# A Quick Guide for Diplomatic Personnel Issuing a Greek TIN

ATHENS, SEPTEMBER 2024

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## 1 Steps to get a TIN

In order to get a TIN in Greece, you need to submit a request exclusively online through “TIN and Authentication Key” application on the digital portal “myAADE”.

From the “TIN and Authentication Key” application, please choose "Act for Myself."

You will then be asked to fill in the relevant electronic form with the required details:

### 1.1 Personal Information

Initially, you will be asked to fill in the required fields with your **Personal Information**. Select "Country of Birth" as "Abroad" and choose your birth country from the dropdown list (by typing some letters from your country’s name, you can bring forth your country’s name in the field).

Personal Information	Identification Information
Sex:	<input checked="" type="radio"/> Male <input type="radio"/> Female
Surname A:	Surname A
Surname B:	Surname B
Name:	Name
Father's Surname:	Father's Surname
Father's Name:	Father's Name
Mother's Surname:	Mother's Surname
Mother's Name:	Mother's Name
Date of Birth:	Date of Birth (DD/MM/YYYY)
Country of Birth:	<input checked="" type="radio"/> Greece <input type="radio"/> Abroad
Place of Birth in Greece:	Choose Municipality

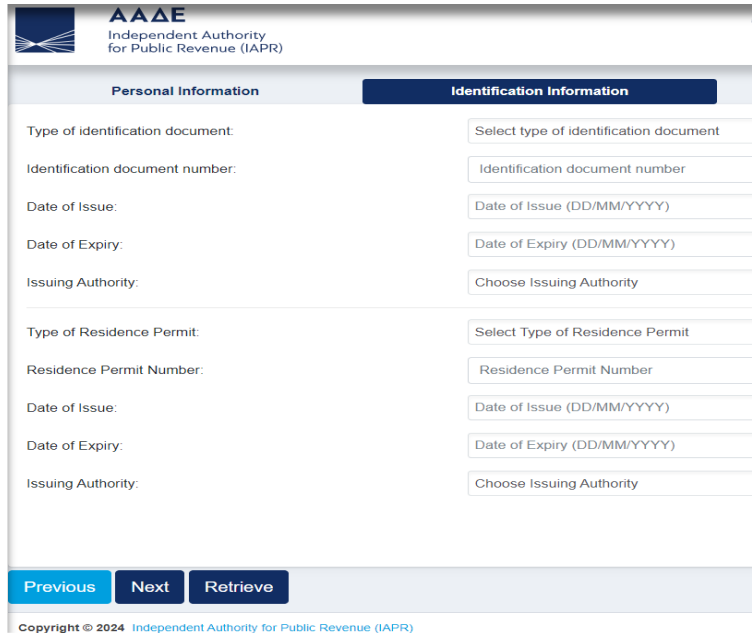
Previous Next Retrieve

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Figure 1. Personal Information

### 1.2 Identification Information

Next, you will be asked to provide information regarding your **identification document**. Choose "Diplomatic Personnel Passport" from the dropdown list and fill in the required fields (Note: On the final page of your digital application, under "**Attachments and Declaration of Agreement**," you will be asked to attach a scanned copy of your passport and your diplomatic ID from the Greek Ministry of Foreign Affairs).



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**Personal Information** | **Identification Information**

Type of identification document:

Identification document number:

Date of Issue:

Date of Expiry:

Issuing Authority:

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Type of Residence Permit:

Residence Permit Number:

Date of Issue:

Date of Expiry:

Issuing Authority:

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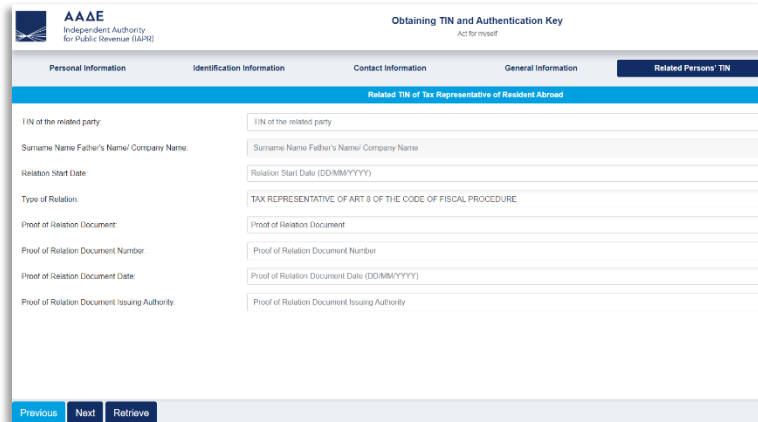
Figure 2. Identification Information

## 1.3 Contact Information

### 1.3.1 Tax Representative

On the following page, you will be asked for your **Contact Information**. Select "Country of Residence" as "Abroad." At this point, you will be asked whether you wish to appoint a tax representative (the appointment of a tax representative for the issuance of a TIN as a foreign tax resident is optional). If you choose to appoint one, you will need to fill in the representative's information on the **"Related Persons' TIN"** page and attach the following document on the **"Attachments and Declaration of Agreement"** page:

Solemn declaration from the tax representative accepting the appointment, with the signature certified as authentic.



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**Obtaining TIN and Authentication Key**

Personal Information Identification Information Contact Information General Information **Related Persons' TIN**

**Related TIN of Tax Representative of Resident Abroad**

TIN of the related party:  TIN of the related party  
 Surname Name Father's Name/ Company Name:  Surname Name Father's Name/ Company Name  
 Relation Start Date:  Relation Start Date (DDMMYYYY)  
 Type of Relation:  TAX REPRESENTATIVE OF ART 9 OF THE CODE OF FISCAL PROCEDURE  
 Proof of Relation Document:  Proof of Relation Document  
 Proof of Relation Document Number:  Proof of Relation Document Number  
 Proof of Relation Document Date:  Proof of Relation Document Date (DDMMYYYY)  
 Proof of Relation Document Issuing Authority:  Proof of Relation Document Issuing Authority

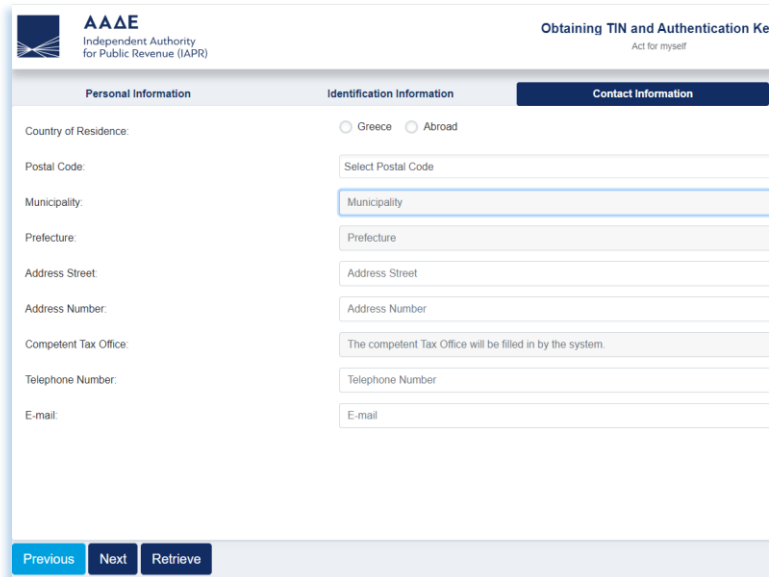
Previous Next Retrieve

Figure 3. Tax Representative

On the **Contact information** page, select your country of residence from the dropdown list under "Country of Residence Abroad".

Providing a foreign country Tax Identification Number (TIN) for the diplomatic personnel and their family members is optional. Diplomatic personnel may use the address of their foreign authority abroad (e.g., the State Department/Foreign Ministry address) as their overseas address.

Enter your email address and follow a simple email confirmation procedure (a confirmation code will be sent to your email).



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**Obtaining TIN and Authentication Key**

Personal Information Identification Information **Contact Information**

Country of Residence:  Greece  Abroad  
 Postal Code:  Select Postal Code  
 Municipality:  Municipality  
 Prefecture:  Prefecture  
 Address Street:  Address Street  
 Address Number:  Address Number  
 Competent Tax Office:  The competent Tax Office will be filled in by the system.  
 Telephone Number:  Telephone Number  
 E-mail:  E-mail

Previous Next Retrieve

Figure 4. Contact Information

## 1.4 General Information

### 1.4.1 Marital Status

Select your marital status.

If your spouse has a Greek TIN, you will need to fill in their information on the "**Related Persons' TIN**" page and attach the marriage or civil partnership certificate on the "**Attachments and Declaration of Agreement**" page. If it is not issued by a Greek competent authority, this certificate must have an Apostille stamp for countries that are party to the Hague Convention; otherwise, it must have a consular legalization with the foreign documents officially translated into Greek.

If your spouse doesn't have a Greek TIN, you will need to attach the marriage or civil partnership certificate as described above or alternatively, your spouse's diplomatic ID. In case of "Divorced" marital status, no document should be attached.

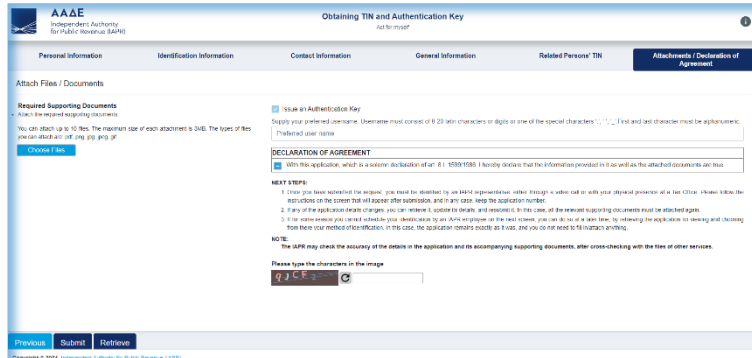
Choose your citizenship from the dropdown list.

The screenshot shows a web form titled "Obtaining TIN and Authentication Key" for the "AAΔΕ Independent Authority for Public Revenue (IAPR)". The form is divided into four tabs: "Personal Information", "Identification Information", "Contact Information", and "General Information". The "General Information" tab is active and contains three fields: "Marital Status" (a dropdown menu), "Judicial Support" (radio buttons for "Yes" and "No"), and "Citizenship" (a dropdown menu). At the bottom of the form, there are three buttons: "Previous", "Next", and "Retrieve". The footer of the page reads "Copyright © 2024 Independent Authority for Public Revenue (IAPR)".

Figure 5. General Information

## 1.5 Attachments/Declaration of Agreement

On the "**Attachments and Declaration of Agreement**" page, you can provide your preferred username and shall declare that the information provided is true and the attached documents are valid.



The screenshot shows the AADE web portal interface for the 'Obtaining TIN and Authentication Key' process. The user is currently on the 'Attachments / Declaration of Agreement' step. The page includes a navigation bar with tabs for 'Personal Information', 'Identification Information', 'Contact Information', 'General Information', 'Related Person's TIN', and 'Attachments / Declaration of Agreement'. The main content area is divided into two columns. The left column, titled 'Attach Files / Documents', contains a 'Required Supporting Documents' section with a 'Choose Files' button. The right column contains a 'Issue an Authentication Key' section with a 'Preferred user name' input field, a 'DECLARATION OF AGREEMENT' section with a text area, and a CAPTCHA section with the text 'Please type the characters in the image' and a CAPTCHA image showing the characters '9 J C F ='. At the bottom of the page, there are 'Previous', 'Submit', and 'Retrieve' buttons, and a copyright notice for 2024.

Figure 6. Attachments/Declaration of Agreement

## 1.6 Completion of Request

Once the application is completed, you will receive your application number. After that, you can select your preferred method for the identification process for TIN issuance:

### 1.6.1 Identification process

✓ If you wish to arrange **an appointment for a video call**, please select "myAADElive Appointment." Choose the date and time from the calendar, fill in your name and email, and **consider the time zone differences between your location and Greece.**

✓ If you prefer to get in contact with the **first available agent** immediately, please select "Direct Video Call." You will be redirected to a new page and the video conference will start in the next few minutes.

✓ If you prefer an **in-person appointment**, select "Tax Office Appointment". Choose the date and time from the calendar, fill in your name and email, and select the Tax Office you wish to visit.

## 2 Obtaining TIN and Authentication Key as a Tax representative/Authorization

As an alternative to the procedure described above, tax representatives or authorized third parties could also submit the online application on your behalf by login in the digital application exclusively with the use of their access codes (username and password) by choosing “Act as legal representative” or “Act as authorized representative” from the “TIN and Authentication Key Application”. For more information on this process, you can visit our guide in our website ([www.aade.gr](http://www.aade.gr)) by following the path: **Services - Information > Useful Guides > Registry Procedures Guide**.



### 3 Technical Specifications of the Platform

The platform is compatible with Firefox, Google Chrome and Microsoft Edge.

## 4 Contact Information of IAPR

If you encounter any problem, you can contact us by email: [dserv08@aade.gr](mailto:dserv08@aade.gr) or [dserv09@aade.gr](mailto:dserv09@aade.gr). It would be useful to send a print screen of the page displaying the error message and the "url" of the page, so that appropriate checks can be made.

For further information, you can also contact us by phone:

+ (30) 213 141 1152 (myAADElive)

+ (30) 231 333 2217 (myAADElive)