



ΑΑΔΕ

Independent Authority
for Public Revenue (IAPR)

SERVING PUBLIC INTEREST
AND SOCIETY AT LARGE

Quick Guide for Diplomatic Personnel: Issuance of Greek TIN and Authentication Key

Athens, 28 July 2026
Version: 2.0

Table of Contents

1	Introduction	4
2	Before you start.....	5
3	Steps to obtain a TIN	6
3.1	Personal Information	7
3.2	Identification Information	8
3.3	Contact Information.....	9
3.3.1	Tax Representative (optional).....	9
3.4	General Information	10
3.4.1	Marital Status.....	11
3.5	Attachments/Declaration of Agreement.....	12
3.6	Completion of Request.....	13
3.6.1	Identification process	13
3.7	Notifications	17
3.8	Application review	18
3.9	Account activation.....	19
4	Submission via Legal Representative or Authorized Third Party	20
5	Technical Specifications.....	23
6	Contact Information.....	24
7	Annex A – Version & Revision Details.....	25

List of Figures

Figure 1. The homepage of the TIN & Authentication Key application.....	6
Figure 2. TIN & Authentication Key-submitter selection.....	7
Figure 3. Personal Information	8
Figure 4. Identification Information	9
Figure 5. Tax Representative	10
Figure 6. Contact Information.....	10
Figure 7. General Information	12
Figure 8. Attachments/Declaration of Agreement	12
Figure 9. Application review and identification scheduling.....	13
Figure 10. myAADElive appointment scheduling page.....	14
Figure 11. Initial screen of the Immediate Video Call application (FAA - First Available Agent)	15
Figure 12. My Appointments homepage for booking an appointment with the Tax Office....	17
Figure 13. TIN & Authentication Key – Data transmission to the applicant	18
Figure 14. Application review	18
Figure 15. Account activation screen	19
Figure 16. Digital identification	21
Figure 17. Related Persons' TIN	21

List of Tables

Table 1. Version History	25
--------------------------------	----

1 Introduction

This guide explains how diplomatic personnel can obtain a Greek Tax Identification Number (TIN) online and register to myAADE digital services in a few simple steps.

The process is completed digitally through the Independent Authority for Public Revenue (IAPR) and typically takes approximately 30 minutes.

2 Before you start

Required:

- Valid Passport
- Diplomatic ID
- Email address

If applicable:

- **Marriage or civil partnership certificate** (officially translated into Greek and, where required, bearing an Apostille or consular legalization). Alternatively, your spouse's diplomatic ID.
- **Solemn declaration from the Tax representative** accepting the appointment, with certified signature (if the application for TIN & Authentication Key issuance is not submitted by the tax representative).
- **Court decision** (persons lacking legal capacity) with Apostille or consular certification and official translation into Greek.
- **Birth certificate or marital status certificate** of the parents for minor children (officially translated into Greek and, where required, bearing an Apostille or consular legalization).
- [Special authorization for issuing a TIN & Authentication Key](#) (if submitted by representative)
- **TIN and active credentials** (legal or authorized representatives).

3 Steps to obtain a TIN

To obtain a TIN, submit your request online through **TIN and Authentication Key** application on the **myAADE** (myaade.gov.gr) digital portal, select EN (English): **Tax Identification Number (AFM) & Authentication Key > TIN & Authentication Key**

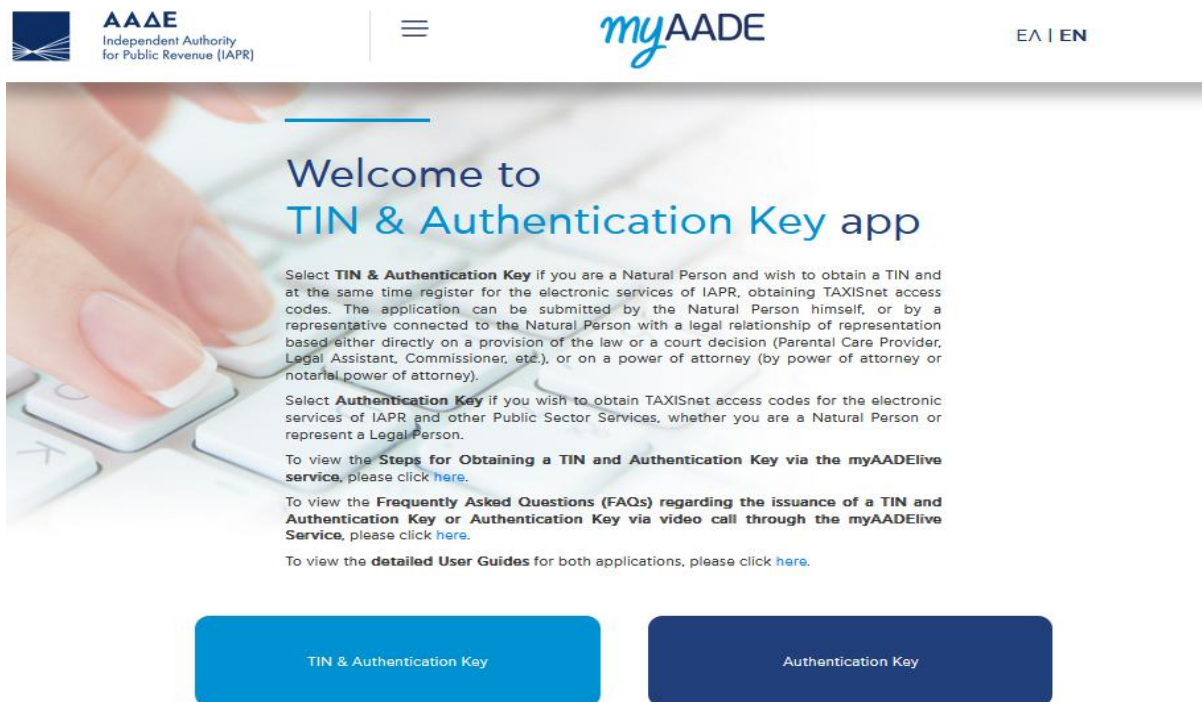


Figure 1. The homepage of the TIN & Authentication Key application

You may act:

- on your own behalf if you wish to complete the whole process by yourself
- as a legal representative in case you represent a third party with whom you have a legal representation relationship based either directly on a provision of the law or a court decision (exercising Parental Care, Judicial Supporter, Guardian etc.)
- as an authorized representative

If you are acting as a legal or authorized representative, to submit the request, you must already hold a TIN and have active credentials for myAADE digital services.

AADE
Independent Authority
for Public Revenue (IAPR)

Obtaining TIN and Authentication Key

Welcome to
the TIN and Authentication Key application

- Select **Act for myself** if you are a Natural Person and want to obtain a TIN and Authentication Key.
- Select **Act as a representative** in case you represent a third party with whom you have a legal representation relationship based either directly on a provision of the law or a court decision (exercising Parental Care, Judicial Supporter, Guardian etc.) or on a power of attorney (with an authorization or a notarized power of attorney).
- In the online application that you will fill out in the next step, the requested information should refer to the person you are representing, while your details as a representative are filled in the **"Representative Information"** section. The required supporting documents should be attached to the application.

In the case of simple authorization, there is a specific text for the document that you will attach (find the text [here](#)).

Act for myself Act as legal representative Act as authorized representative

Copyright © 2026 Independent Authority for Public Revenue (IAPR)

Figure 2. TIN & Authentication Key-submitter selection

After selection, complete the electronic form with the required details.

3.1 Personal Information

Initially, you will be asked to fill in the required fields with your Personal Information.

- Select "Country of Birth" = "Abroad"
- Choose your country from the dropdown list (typing the first few letters will narrow down the selection).

ΑΑΔΕ
Independent Authority
for Public Revenue (IAPR)

Obtaining TIN and Authentication Key
Act for myself

Personal Information | Identification Information | Contact Information | General Information | Attachments / Declaration of Agreement

Sex: ☐ Male ☐ Female

Surname A:

Surname B:

Name: Fill in your details in capital letters exactly as they appear on your identification document (identity card)

Father's Surname:

Father's Name:

Mother's Surname:

Mother's Name:

Date of Birth: Date of Birth (DD/MM/YYYY)

Country of Birth: ☒ Greece ☐ Abroad

Birth Country Abroad:

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

Figure 3. Personal Information

3.2 Identification Information

By choosing “Next” on the bottom left part of the application you are moving to the next page. Provide details of your identification document:

- Select **“Diplomatic Personnel Passport”** from the dropdown list
- Complete the required fields

On the final page of your digital application, under **“Attachments and Declaration of Agreement”**, to upload a scanned copy or photo of:

- your passport and
- your diplomatic ID

Figure 4. Identification Information

3.3 Contact Information

Enter your contact details as requested.

- Select **Country of Residence = Abroad**
- Provide your telephone number and the email address, then complete the email verification process.

Diplomatic personnel may use the official address of their foreign authority (e.g. Ministry of Foreign Affairs) as their address details abroad. Providing a foreign TIN is optional.

3.3.1 Tax Representative (optional)

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).

You may appoint a **tax representative** (a person in Greece who can support you for tax matters).

If you choose to appoint one:

- complete their details on the “**Related Persons’ TIN**” page
- upload a **solemn declaration of acceptance** with certified signature of the tax representative on the “**Attachments and Declaration of Agreement**” page.

The screenshot shows the 'Obtaining TIN and Authentication Key' form, specifically the 'Related Persons' TIN' tab. The form is titled 'Related TIN of Tax Representative of Resident Abroad'. It contains several input fields for personal and identification information, including TIN of the related party, Surname Name Father's Name/ Company Name, Relation Start Date, Type of Relation (with a dropdown menu showing 'TAX REPRESENTATIVE OF ART 8 OF THE CODE OF FISCAL PROCEDURE'), Proof of Relation Document, Proof of Relation Document Number, Proof of Relation Document Date, and Proof of Relation Document Issuing Authority. At the bottom, there are 'Previous', 'Next', and 'Retrieve' buttons.

Figure 5. Tax Representative

The screenshot shows the 'Obtaining TIN and Authentication Key' form, specifically the 'Contact Information' tab. The form is titled 'Obtaining TIN and Authentication Key' and 'Act for myself'. It contains a 'Country of Residence' dropdown menu with 'Greece' and 'Abroad' options. Below this, there is a section for 'Tax representative and Tax Administration notifications' with three radio button options. The 'Country of Residence Abroad' section includes a 'Select Country' dropdown, 'Foreign Country TIN Number', 'Foreign Country Postal Code', 'Address Street', 'Address Number', 'Competent Tax Office' (with a dropdown menu showing 'KEFODE ATTIKIS'), 'Telephone Number', and 'E-mail'. At the bottom right, there is an 'E-mail confirmation' button.

Figure 6. Contact Information

3.4 General Information

Complete the requested general information fields, including your citizenship.

3.4.1 Marital Status

Select your marital status.

If your spouse (husband or wife) has a Greek TIN, provide their details on the **“Related Persons’ TIN”** page and upload a marriage or civil partnership certificate under **“Attachments and Declaration of Agreement”** page.

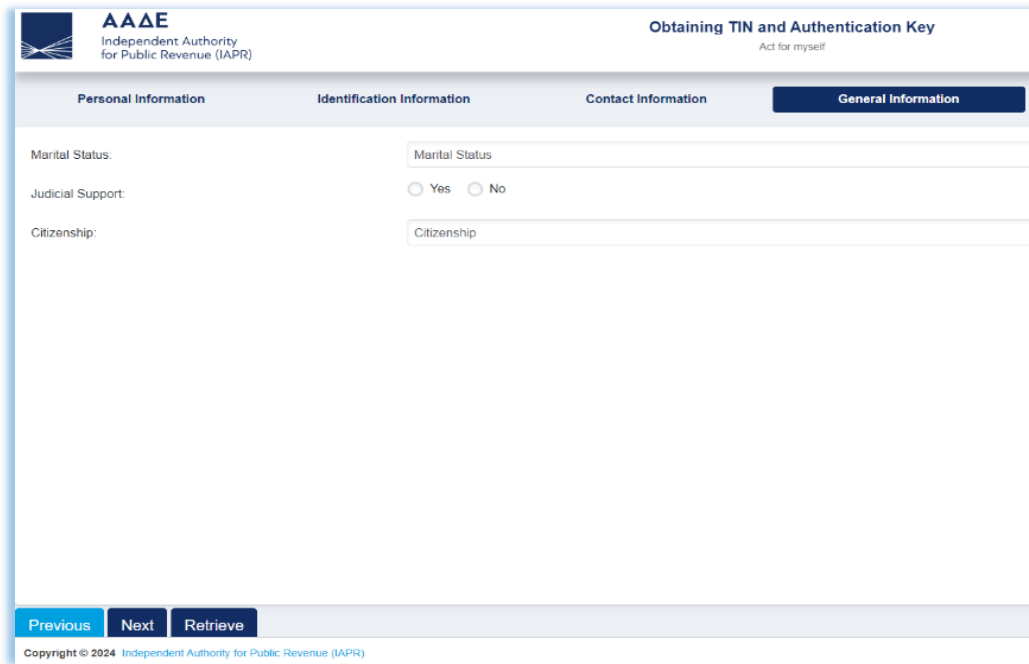
If the certificate is not issued by a Greek authority, it must:

- bear an Apostille (for countries that are party to the Hague Convention), or
- be consularly legalized, and
- be officially translated into Greek

If your spouse (husband or wife) does not have a Greek TIN, you must upload:

- the marriage or civil partnership certificate (as above), or
- alternatively, your spouse’s diplomatic ID.

If your marital status is “Divorced”, no supporting document is required



AAΔE
 Independent Authority
 for Public Revenue (IAPR)

Obtaining TIN and Authentication Key
Act for myself

Personal Information Identification Information Contact Information **General Information**

Marital Status: Marital Status
 Judicial Support: ☐ Yes ☐ No
 Citizenship: Citizenship

Previous Next Retrieve

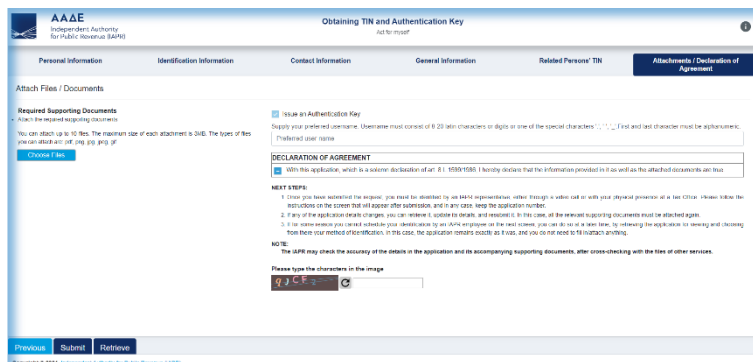
Copyright © 2024 Independent Authority for Public Revenue (IAPR)

Figure 7. General Information

3.5 Attachments/Declaration of Agreement

On the "Attachments and Declaration of Agreement" page:

- Upload all the required supporting documents
- Enter your preferred username
- Confirm that the information provided is accurate and that the attached documents are valid
- Type the characters at the bottom of the page and **submit the application**



AAΔE
 Independent Authority
 for Public Revenue (IAPR)

Obtaining TIN and Authentication Key
Act for myself

Personal Information Identification Information Contact Information General Information Related Persons' TIN **Attachments / Declaration of Agreement**

Attach Files / Documents
 Required Supporting Documents
 You can attach up to 10 files. The maximum size of each attachment is 2MB. The type of files you can attach are: pdf, jpg, png, gif.
 Choose Files

☒ Issue an Authentication Key
 Supply your preferred username. Username must consist of 8-20 latin characters or digits or one of the special characters: '-', '_', '.', and last character must be alphanumeric.
 Preferred user name:

DECLARATION OF AGREEMENT
☒ With this application, which is a solemn declaration of art. 81, 1559/1998, I hereby declare that the information provided in it as well as the attached documents are true.

NEXT STEPS:
 1. Once you have submitted the request, you must be identified by an IAPR representative, either through a video call or with your physical presence at a Tax Office. Please follow the instructions on the screen that will appear after submission, and in any case, keep the application number.
 2. If any of the application needs changes, you can request a update to update, and resubmit it. In this case, all the required supporting documents must be attached again.
 3. If for some reason you cannot submit your declaration by an IAPR employee on the next screen, you can do so at a later time, by following the application to viewing and choosing from their own method of identification. In this case, the application remains pending as it is, and you do not need to fill anything.

NOTE:
 The IAPR may check the accuracy of the data in the application and its accompanying supporting documents, after cross-checking with the files of other services.
 Please type the characters in the image:

Previous Submit Retrieve

Copyright © 2024 Independent Authority for Public Revenue (IAPR)

Figure 8. Attachments/Declaration of Agreement

3.6 Completion of Request

Once the application is completed, you will receive your application number, and a copy of the application will be sent also by email to the email address that was declared in the application. You will then select your preferred identification method.

3.6.1 Identification process

You may choose one of the following methods:

✓ **Video call appointment via myAADElive**

Select **"myAADElive Appointment"**. Choose date and time.

✓ **Immediate video call via first available agent of myAADElive service**

Select **"Direct Video Call"**. You will be redirected to a new page, and the video conference will start in the next few minutes.

✓ **In-person appointment at the Tax Office**

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.

Note: Please account for time zone differences between your current location and Greece when scheduling video appointments.

AADE
Independent Authority
for Public Revenue (IAPR)

Obtaining TIN and Authentication Key
Act for myself

The application with number 67 replaces a previous application with number 67
You can print it with the option below:

View / Save Application

To complete the process of obtaining a TIN (Tax Identification Number) and an Authentication Key, you will need to know the application number and verify your identity either through a video call with an IAPR representative (myAADElive) or with your physical presence at the Tax Office (Tax Office Appointment).

Direct Video Call
myAADElive

myAADElive appointment
(video call)

Tax Office appointment
(Physical presence)

Copyright © 2026 Independent Authority for Public Revenue (IAPR)

Figure 9. Application review and identification scheduling



myAADElive

Επιλογή υπηρεσίας

Απόδοση ΑΦΜ και Κλειδαριθμού Φυ...

20 λεπτά

Απόδοση Κλειδαριθμού

20 λεπτά

Επιλογή ώρας

< > Ιουνίου 2026

Κ	Δ	Τ	Τ	Π	Π	Σ
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Επιλέξτε υπηρεσία και ημερομηνία για να δείτε τις διαθέσιμες ώρες.

Προσθήκη των στοιχείων σας

Όνομα και επώνυμο *

Ηλεκτρονικό ταχυδρομείο *

Διεύθυνση (προαιρετικά)

Αριθμός τηλεφώνου (προαιρετικά)

Σημειώσεις

Προσθήκη ειδικών απαιτήσεων (προαιρετικά)

Κράτηση

Figure 10. myAADElive appointment scheduling page

Welcome to *myAADElive* First Available Agent video call Service



Here you can directly communicate via video call with an IAPR agent to be assigned a Tax Identification Number (TIN) & an Authentication Key or just an Authentication Key.

The service operates weekdays from 8:00 to 14:30
(except for weekends & public holidays).
Available hours are in the time zone (UTC+02:00) Athens, Bucharest.
You may alternatively book a scheduled appointment [here](#).

Attention

The process of assigning a TIN & an Authentication Key or just an Authentication Key through myAADElive is recorded. In this procedure, you cannot be represented by a third person, except for the case of minors, taxpayers placed into wardship and foreign residents.

The video call with an IAPR agent can be in Greek or in English.

Useful Information

- It is suggested that you use Google Chrome or Microsoft Edge
- For the video call, it is suggested to select the web version of Microsoft Teams and to activate the device's camera and microphone
- For the completion of the identity check, it is necessary that you have an original official identification document (police ID, passport, etc.)

Figure 11. Initial screen of the Immediate Video Call application (FAA - First Available Agent)

New Appointment

Number of received application*

679

Number of related application*

67

Identification (ID, Passport)*

Transactor VAT

Transactor Name*

Phone number*

Email*

Functional area*

Φορολογία

Organization Group* (You have the possibility to change the proposed Organization Group)

12η ΥΠΗΡΕΣΙΑ ΦΟΡΟΛΟΓΙΚΗΣ ΕΞΥΠΗΡΕΤΗΣΗΣ, ΛΕΩΦ. ΗΡΑΚΛΕΙΟΥ 289, ΝΕΑ ΙΩΝΙΑ 14221

Thematical Group*

Μετρώο

Procedure*

Απόδοση ΑΦΜ & Κλειδαρίθμου σε Φυσικό Πρόσωπο

Department*

ΤΜΗΜΑ 12ης ΥΠΗΡΕΣΙΑΣ ΦΟΡΟΛΟΓΙΚΗΣ ΕΞΥΠΗΡΕΤΗΣΗΣ

Supporting documents

1. Έντυπο [Δ210](#).
2. Φωτοαντίγραφο ταυτοποιητικού εγγράφου.
3. Άδεια διαμονής σε ισχύ για υπηκόους τρίτων χωρών.
4. Πιστοποιητικό γέννησης για ανηλίκους κάτω των 12 ετών
(βλ. [ΠΟΛ. 1006/2013](#)).

Comment

Related application: 67
No. Application Receipt: 6

Check data

New Appointment

<

June 2026

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Wednesday

Select Time:

08:00

08:30

09:00

09:30

10:00

10:30

Submit >

Figure 12. My Appointments homepage for booking an appointment with the Tax Office

3.7 Notifications

Following the successful identification if you act for yourself, an email will be sent to you containing a PDF document with the following information:

- the TIN
- the username that you declare in the application
- the temporary password
- the authentication key by which you will activate your account

Απόδοση ΑΦΜ και Κλειδαρίθμου (TIN and Authentication Key issuance) Εισερχόμενο x



no-reply@aade.gr
προς εγώ

10:39 π.μ. (πριν από 0 λεπτά) ☆ ☺ ↶ ⋮

Προς : ΣΑΓΓΗΣ ΝΙΚΗΤΑΣ

Αφορά στον φορολογούμενο : ΠΑΠΑΔΟΠΟΥΛΟΣ ΓΕΩΡΓΙΟΣ ΤΟΥ ΑΝΔΡΕΑΣ

Αξιότιμη κυρία/Αξιότιμε κύριε,

Σας ενημερώνουμε ότι η αίτηση για την απόκτηση ΑΦΜ και Κλειδαρίθμου που υποβάλατε για λογαριασμό του παραπάνω αναφερόμενου φορολογουμένου ως εξουσιοδοτημένος εκπρόσωπος έχει εγκριθεί.

Τα στοιχεία του νέου λογαριασμού βρίσκονται στο συνημμένο - κρυπτογραφημένο αρχείο 'UserData.pdf' και το κλειδί για την αποκρυπτογράφηση του αρχείου αυτού είναι ο αριθμός της αίτησης. Τα στοιχεία που περιλαμβάνονται είναι ο ΑΦΜ που αποδόθηκε, το όνομα χρήστη (username), ο προσωρινός κωδικός πρόσβασης (password) που δηλώθηκε κατά την αίτηση (και τον οποίο θα αλλάξετε για λόγους ασφαλείας κατά την ενεργοποίηση του λογαριασμού) και ο Κλειδαρίθμος που είναι απαραίτητος για την ενεργοποίηση του λογαριασμού. Παρακαλούμε κρατήστε ασφαλή τα στοιχεία αυτά. Επισημαίνεται ότι με τον Κλειδαρίθμο θα είναι δυνατή στο μέλλον η επαναφορά του κωδικού πρόσβασης που θα ορίσετε κατά την ενεργοποίηση αν αυτός ξεχαστεί, χωρίς να χρειαστεί να μεσολαβήσει επανεγγραφή για ταυτοποίηση.

Για να χρησιμοποιηθεί ο λογαριασμός που δημιουργήθηκε, θα πρέπει αυτός να ενεργοποιηθεί. Για την ενεργοποίηση, παρακαλούμε επισκεφθείτε την επιλογή «ΑΦΜ και Κλειδαρίθμος» της ενότητας myAADE στην ψηφιακή πύλη myaade.gov.gr και από εκεί επιλέξτε «Ενεργοποίηση Λογαριασμού». Όταν η διαδικασία ολοκληρωθεί επιτυχώς, θα λάβετε μήνυμα επί της οθόνης και μήνυμα στη θυρίδα σας στην εφαρμογή Τα Μηνιάτά μου του myAADE.

Σας ευχαριστούμε,

Ανεξάρτητη Αρχή Δημοσίων Εσόδων

Ενημέρωση για την ασφάλεια των ψηφιακών σας συναλλαγών

Η Ανεξάρτητη Αρχή Δημοσίων Εσόδων:

1. Δεν θα σας ζητήσουμε, μέσω μηνύματος ηλεκτρονικού ταχυδρομείου, με κανέναν τρόπο και για κανένα λόγο να αποκαλύψετε προσωπικά σας στοιχεία, όπως όνομα, ΑΦΜ, ημερομηνία γέννησης, τραπεζικούς λογαριασμούς ή κωδικούς πρόσβασης (Username ή Password). Διαγράψτε αμέσως οποιοδήποτε μήνυμα αναφέρει ότι προέρχεται από την ΑΑΔΕ ή από την «Εφορία» και σας ζητά να αποκαλύψετε ο πόδηστε από τα παραπάνω, καθώς είναι πλαστά και πιθανώς να περιέχει κακόβουλο περιεχόμενο.
2. Δεν θα σας αποστείλει ποτέ μήνυμα ηλεκτρονικού ταχυδρομείου με προσωπικά φορολογικά σας δεδομένα (π.χ. ποσό οφειλών ή επιταροφών). Τα δεδομένα αυτά αναρτώνται μόνο στη θυρίδα της εφαρμογής «Τα Μηνιάτά μου» της ψηφιακής πύλης myAADE (myaade.gov.gr), στην οποία μπορείτε να συνδεθείτε με τους προσωπικούς σας κωδικούς πρόσβασης, αποκλειστικώς τη διαδρομή myAADE > Μηνιαίο & Επισυναυμία > Τα Μηνιάτά μου.

Για την καλύτερη δυνατή προστασία σας:

1. Μην κάνετε ποτέ κλικ σε σύνδεσμο (link) που βρίσκεται σε μήνυμα ηλεκτρονικού ταχυδρομείου εάν δεν είστε σίγουρος/ή βέβαιος/ή για τον αποστολέα του μηνύματος.
2. Μην κάνετε ποτέ κλικ σε σύνδεσμο (link) που σας καλούν να καταχωρίσετε τους κωδικούς σας ή άλλα προσωπικά σας στοιχεία.
3. Να είμαστε με προσοχή τη διεύθυνση ηλεκτρονικού ταχυδρομείου του αποστολέα των μηνυμάτων. Μηνιάματα εξετάστηκαν συχνά αποστέλλονται από άγνωστους ή παραποιημένες διευθύνσεις ηλεκτρονικού ταχυδρομείου που προσομοιώνουν με πραγματικές διευθύνσεις υπηρεσιών (ιδίως με αλλαγή ή προσθήκη χαρακτήρων). Επίσης συχνά το όνομα αποστολέα κρύβει άλλη διεύθυνση, άρα μηνι με την υπηρεσία από την οποία φαίνεται να αποστέλλεται το μήνυμα.
4. Να συνδεάτε στην ψηφιακή πύλη myAADE μόνο από τη διεύθυνση myaade.gov.gr ή μέσω της επίσημης ιστοσελίδας της Ανεξάρτητης Αρχής Δημοσίων Εσόδων aae.gr.

Figure 13. TIN & Authentication Key – Data transmission to the applicant

3.8 Application review

In case you wish to review or modify the data submitted in the application, please navigate to the application page and select “**Retrieve**” button at the bottom left. Enter the “Reception Number” and the “Identification document number” and then click “Retrieve for processing”.

Retrieve Information

Reception Number

Identification document number

Back

Retrieve for processing

Retrieve for viewing and scheduling identification

Figure 14. Application review

3.9 Account activation

To access myAADE digital services, you must first activate your account through the specific activation form in the digital portal myAADE following the path: **TIN & Authentication Key > Authentication Key > Activate Account**

After filling in all the required information and the successful activation, you will receive:

- an on-screen confirmation message
- a message in your “My Messages” inbox in myAADE

The screenshot shows the 'Activate Account' page in the myAADE portal. The page has a dark blue header with the ΑΑΔΕ logo and 'myAADE' text. Below the header, there's a light blue banner with the text 'Please fill in the mandatory fields marked with an asterisk *'. The main form area is white and contains several input fields: a large box for 'Please enter the username and password you chose in the registration form', followed by 'Username *' and 'Password *' fields. Below these is a box for 'Please enter your TIN' with a 'TIN *' field. Then, a box for 'Please enter your Authentication Key' with an 'Authentication Key *' field. At the bottom, there's a CAPTCHA section with the text 'Enter the characters*' and a box containing the characters 'horme2'. There are 'Return' and 'Next' buttons at the bottom right of the form. A small copyright notice 'Copyright © 2021 Independent Authority for Public Revenue (IAPR)' is visible at the bottom left of the page.

Figure 15. Account activation screen

4 Submission via Legal Representative or Authorized Third Party

A legal representative or authorized third party may submit the application on your behalf using their own credentials and selecting either “Act as legal representative” or “Act as authorized representative” within the “TIN and Authentication Key Application”.

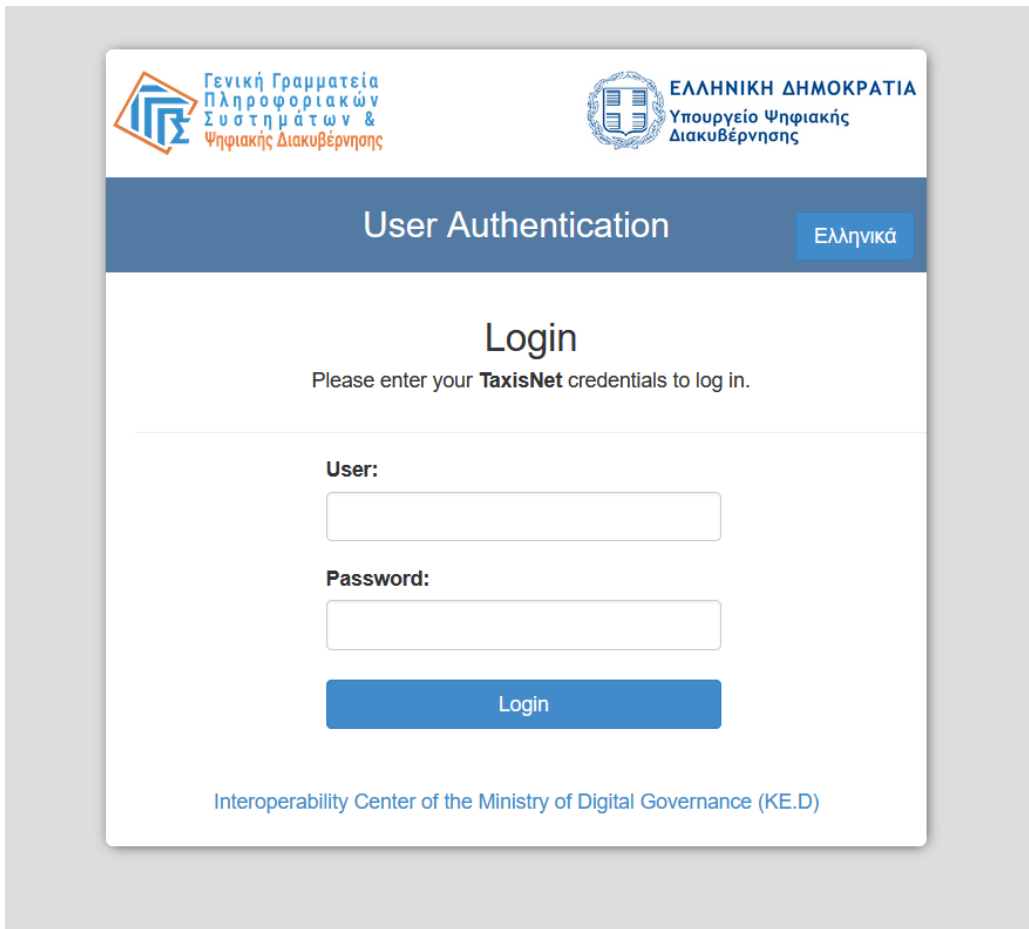
In case you are:

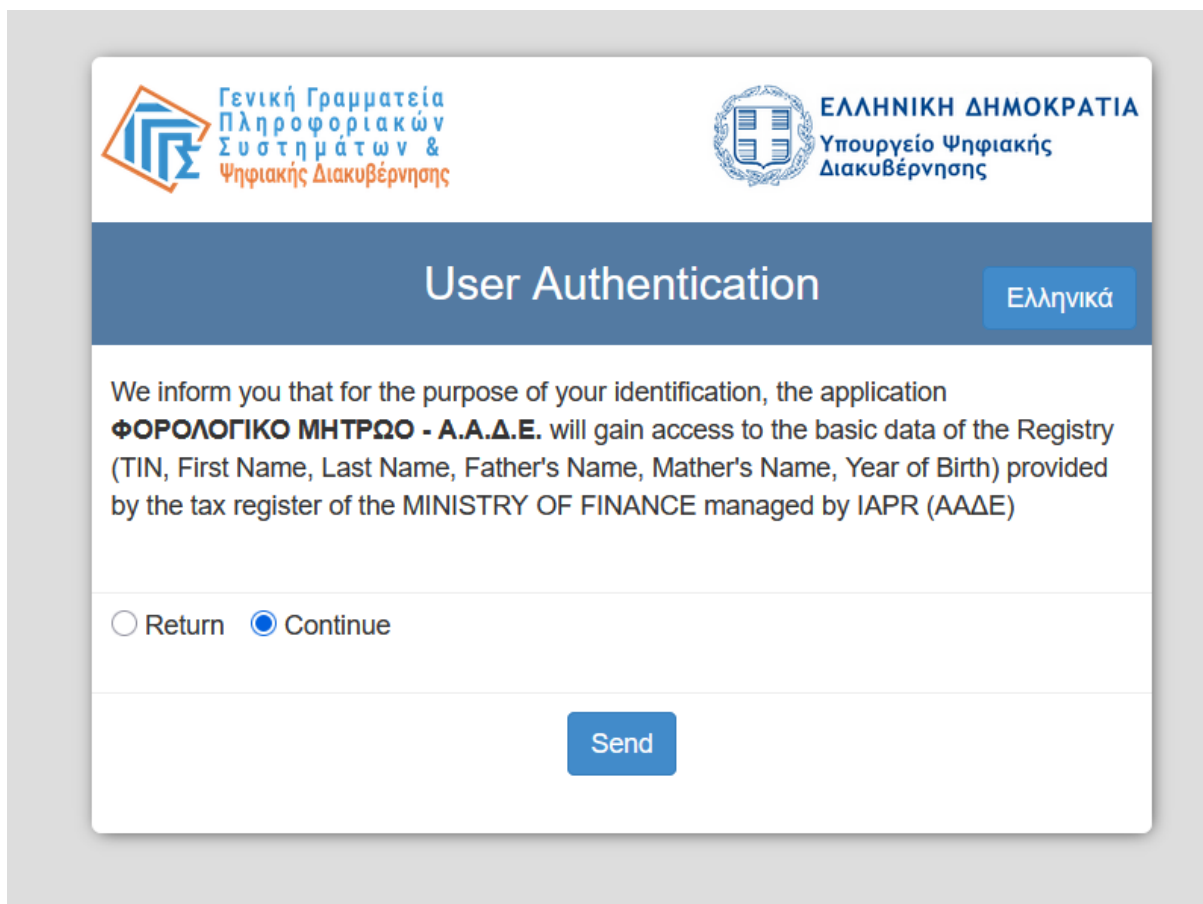
- judicial supporter to a person that lacks legal capacity
- exercising parental care or custody
- a guardian

please select “Act as legal representative”.

Following successful digital identification, complete the application as described above, including the “**Related Persons’ TIN**” page.

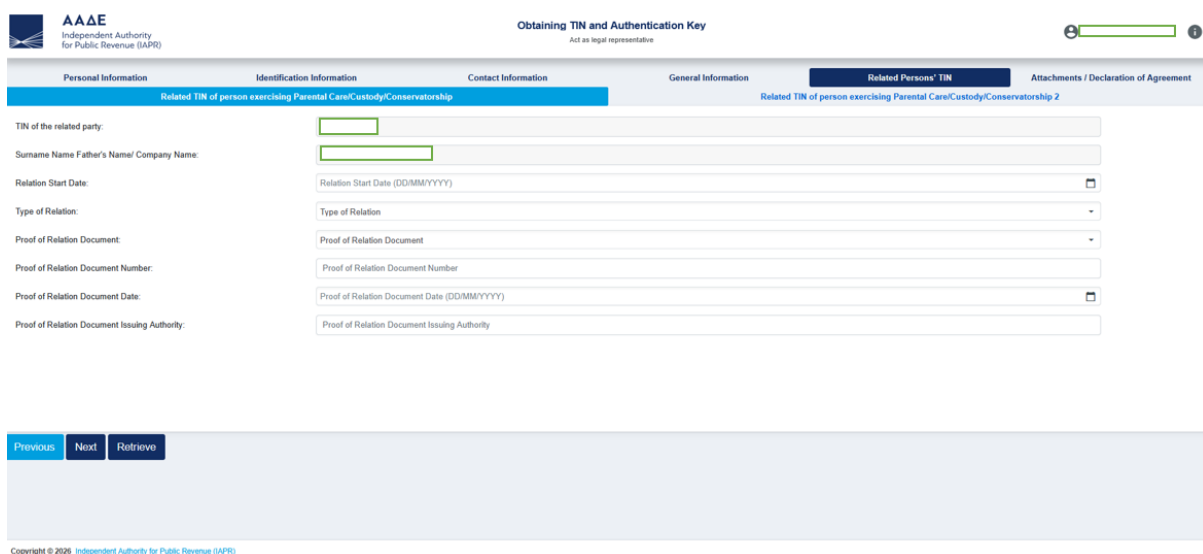
Upload the proof of relation document on the “Attachments/Declaration of Agreement” page.





The screenshot shows the 'User Authentication' screen of the 'ΦΟΡΟΛΟΓΙΚΟ ΜΗΤΡΩΟ - Α.Α.Δ.Ε.' (Tax Register - A.A.D.E.). The header includes the logo of the 'Γενική Γραμματεία Πληροφοριακών Συστημάτων & Ψηφιακής Διακυβέρνησης' (General Secretariat of Informatics Systems & Digital Governance) and the 'ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ Υπουργείο Ψηφιακής Διακυβέρνησης' (Hellenic Republic, Ministry of Digital Governance). The main text informs the user that the application will gain access to basic data from the Registry (TIN, First Name, Last Name, Father's Name, Mother's Name, Year of Birth) managed by IAPR (ΑΑΔΕ). Below the text are two radio buttons: 'Return' and 'Continue' (selected). A 'Send' button is at the bottom.

Figure 16. Digital identification



The screenshot shows the 'Obtaining TIN and Authentication Key' form, which is part of the 'ΦΟΡΟΛΟΓΙΚΟ ΜΗΤΡΩΟ - Α.Α.Δ.Ε.' system. The form is titled 'Obtaining TIN and Authentication Key' and 'Act as legal representative'. It has a header with the 'ΑΑΔΕ' logo and a navigation bar with tabs: 'Personal Information', 'Identification Information', 'Contact Information', 'General Information', 'Related Persons' TIN', and 'Attachments / Declaration of Agreement'. The 'Related Persons' TIN' tab is selected. The form contains several input fields for 'Related TIN of person exercising Parental Care/Custody/Conservatorship' and 'Related TIN of person exercising Parental Care/Custody/Conservatorship 2'. Below these are fields for 'TIN of the related party', 'Surname Name Father's Name/ Company Name', 'Relation Start Date', 'Type of Relation', 'Proof of Relation Document', 'Proof of Relation Document Number', 'Proof of Relation Document Date', and 'Proof of Relation Document Issuing Authority'. At the bottom, there are 'Previous', 'Next', and 'Retrieve' buttons.

Figure 17. Related Persons' TIN

Following the successful submission, the application is processed by a competent Service employee.

The TIN issuance certificate and the Authentication Key are delivered as follows:

If the application is submitted by a legal or tax representative:

- i) The legal representative or the tax representative receives:
 - the TIN issuance certificate via his/her digital mailbox ("My Messages") and
 - the Authentication Key and credentials for accessing the IAPR's digital services via his/her e-mail, in an encrypted file.
- ii) The interested person also receives:
 - the TIN issuance certificate and
 - the Authentication Key and access credentials via the email address declared by the tax representative in the application, provided that the person is not a minor and does not lack legal capacity.

If the application is submitted by an authorized third party:

- i) The tax representative receives:
 - the TIN issuance certificate via their digital mailbox ("My Messages"), and
 - the Authentication Key and access credentials via email, in an encrypted file.
- ii) The interested person receives:
 - the TIN issuance certificate and
 - the Authentication Key
at the email address declared in the application, provided that the person is not a minor and does not lack legal capacity
- iii) The authorized third party, provided that explicit consent has been granted, receives:
 - the TIN issuance certificate via their digital mailbox ("My Messages"), and
 - the Authentication Key and access credentials via email, in an encrypted file.

To activate the account, follow the "Account Activation" process. (3.9)

For further information on this process, you can visit our guide on our website (www.aade.gr) by following the path: **Services - Information > Useful Guides > Registry Procedures Guide.**

5 Technical Specifications

The platform is compatible with:

- Firefox
- Google Chrome
- Microsoft Edge

6 Contact Information

For assistance, you may contact:

- Email: dserv08@aade.gr | dserv09@aade.gr

When reporting an issue, please include:

- a screenshot of the error message
- the page URL

For further support:

- +30 213 141 1152 (myAADElive)
- +30 231 333 2217 (myAADElive)

7 Annex A – Version & Revision Details

Preparation and Review Details

This version has been prepared under the responsibility of Directorate for Service Provision (DEXY).

Version History

Table 1. Version History

Version History		
Version	Date	Description
1.0	01/09/2024	Initial version
2.0	28/07/2026	Revised version: Update of the manual title, revision of the Q&A section of the manual and alignment with the current template.