



How to Request a Certificate of Clean Hands

The District of Columbia's Office of Tax and Revenue issues Certificates of Clean Hands for businesses and individuals to verify that they are current on DC tax obligations.

A few things to know

- Follow the instructions below based on who is seeking the Certificate of Clean Hands. A few exceptions:
 - If you became a DC resident after January 1st of this year, you should follow the steps below for non-DC residents.
 - If you are a non-DC resident, but at one time were a DC resident with a MyTax account, please follow the instructions for DC residents.
- If you do not have a Social Security Number (SSN), you must register with the [IRS](#) for an Individual Tax Identification Number (ITIN). Without one, a Certificate of Clean Hands cannot be run for an individual.
- You can learn more about the Clean Hands mandate and find FAQs on [our website](#). We're here to help. For website assistance, call 202-759-1946. For tax questions, call 202-724-5045.

Instructions

Businesses or DC Residents

If you need a Certificate of Clean Hands for your business or yourself (DC resident), follow these steps:

- 1 Log-in to your [MyTax.DC.gov](#) account. If you do not have an account, follow [these steps](#) to create one.
- 2 Once logged in, click **More** from the top toolbar and under **Account Management**, click **Request a Certificate of Clean Hands**.
- 3 If you are compliant, you will be asked the reason you're requesting a Certificate. After answering the question, your Certificate will be generated.

If you are noncompliant, you will see the denial reason(s) listed with instructions on how to fix your compliance issue(s). A Notice of Noncompliance will also be generated.
- 4 You can view and download the Certificate/Notice of Noncompliance by selecting **More** from the main toolbar, finding **Messages & Letters**, and clicking **View Letters**.

Non-DC Residents

If you need a Certificate of Clean Hands for yourself (non-DC resident), follow these steps:

- 1 Go to [MyTax.DC.gov](#). Scroll to the box that says, **Clean Hands** and click **Request a Certificate of Clean Hands**.
- 2 Follow the prompts and enter your tax ID (SSN or ITIN), upload a photocopy of your state issued government ID, and provide address, contact information, and a reason for requesting a Certificate.
- 3 Once submitted, the Office of Tax and Revenue's Collections and Enforcement Administration will run a Clean Hands check. Within 3 business days, you will receive an email with your Certificate of Clean Hands or a Notice of Noncompliance.