

[User Guide: How to Request a Certificate of Clean Hands- For Non-Residents](#)

How to Request A Certificate of Clean Hands for Non-Resident

Follow this step-by-step guide to learn how to submit an online payment agreement via MyTax.DC.gov. [If you are Eligible to Request an Online Payment Agreement](#)

DC non-resident (Non-Logon) applicants must request a **Clean Hands Certificate** on MyTax.DC.gov web portal by following the following instructions:



Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands



Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter



Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

1



Clean Hands

I want to...

- > [Request a Certificate of Clean Hands](#)
- > [Validate a Certificate of Clean Hands](#)
- > [Learn More About Certificate of Clean Hands](#)



Forms

I want to...

- > [Submit an Extension](#)
- > [View/Retrieve Current Year Tax Forms](#)
- > [View/Retrieve Prior Year Tax Forms](#)
- > [View MeF Information](#)



Quick Links

I want to...

- > [Submit a Customer Service Survey](#)
- > [View FAQs](#)
- > [View Tutorials](#)
- > [Contact OTR](#)

1. From the MyTax.DC.gov homepage, request a “Certificate of Clean Hands” from the Individuals column.

Certificate of Clean Hands Request

Certificate of Clean Hands Request

Clean Hands

Are you required to file taxes in DC? *

Do you live in DC? *

No Yes

No Yes

Cancel Previous Next

2

No Yes

No Yes

2. From the “Certificate of Clean Hands Request” page, answer the corresponding questions. Click “Next”

Certificate of Clean Hands Request

Certificate of Clean Hands Request

Clean Hands

Are you required to file taxes in DC? *

Do you live in DC? *

No Yes

No Yes

Please log in or register for a MyTax account to request a Certificate of Clean Hands.

Cancel Previous Next

3

No Yes

No Yes

3. Note: If the answer is “Yes” to the first question, and “No” to the second question – All Businesses and DC residents will be prompted to request a “Certificate of Clean Hands” by logging into MyTax.DC.gov using their “Username” and “Password”. Then Click “Next”

Certificate of Clean Hands Request

Certificate of Clean Hands Request

Clean Hands

Are you required to file taxes in DC?

Do you live in DC?

Did you move to DC on or after 01/01/2020? *

4a

No	Yes
No	Yes
No	Yes

Cancel

Previous Next

4a. If the response to both questions is “Yes”, an additional question will populate, as seen above. Answer the third question and click “Next”. (Taxpayers who moved to the District **before January 1, 2020 must** open a MyTax account by going to the MyTax homepage, and click “Sign-up to use MyTax.DC.gov” button.

Clean Hands

Are you required to file taxes in DC?

Do you live in DC?

ID Type ¹

ID ¹

4b

No	Yes
No	Yes
<i>Required</i>	
FEIN	
ITIN	
SSN	

Attachments [Add Attachment](#)

Type	Name	Description	Size
There are no attachments.			

You must attach a scanned copy of your state issued government ID to receive a Certificate of Clean Hands. ¹

[Cancel](#) [Previous](#) [Next](#)

4b. If you answer “No” to both questions, select an “ID Type” from the drop-down menu.
Please Note: Any business attempting to use the non-logon “Certificate of Cleans Hands Request” will be instructed to complete a FR-500 and open a MyTax account. Then click “Next”.

Certificate of Clean Hands Request

Certificate of Clean Hands Request

Clean Hands

Clean Hands

Are you required to file taxes in DC?

Do you live in DC?

ID Type

Social Security ^{*}

SSN ¹

Required

5

Attachments [Add Attachment](#)

Type	Name	Description	Size
There are no attachments.			

You must attach a scanned copy of your state issued government ID to receive a Certificate of Clean Hands. ¹

[Cancel](#) [Previous](#) [Next](#)

5. Non-DC resident applicants will be instructed to attach a copy of their government issued ID. Click the “Add Attachment” link, to attach a copy of your **driver’s license** or **non-driver’s license ID**. Then click “Next”

6. After clicking the “Add Attachment” link, from the “Type” menu, select “State Issued Government Certificate of Clean Hands Request

The screenshot shows a web application interface for a 'Clean Hands' request. A modal dialog titled 'Select a file to attach' is open over the form. The modal contains the following elements:

- Type:** A dropdown menu with 'State Issued Government ID' selected. This area is highlighted with a red box labeled '6a'.
- Description:** A text input field with a 'Required' label. This area is highlighted with a red box labeled '6b'.
- File:** A text input field with a 'Browse...' button next to it. This area is highlighted with a red box labeled '6c'.
- Buttons:** An 'OK' button at the bottom of the modal and a 'Cancel' button at the bottom left of the main form.

The background form includes sections for 'Clean Hands' (with questions about taxes and DC residence) and 'Attachments' (with a table for listing files and an 'Add Attachment' link). A red error message at the bottom of the form reads: 'You must attach a scanned copy of your state issued government ID to request a Clean Hands Certificate.' Navigation buttons for 'Previous' and 'Next' are visible at the bottom right.

ID.”

- In the **Description** field, enter in a brief description of the file being attached.
- Next, click the “**Browse**” button to download a copy of the ID.
- Click “**OK**” then click “**Next**”.

7 Taxpayer Information

Title

First Name * Middle Initial Last Name * Suffix

Required Required Required

Phone Number * Email Address *

Required Required

Reason for Applying *

Required

8 Taxpayer Address

Street *

Required

Street 2 Unit Type Unit Number

City * State * Zip Code *

Required Required Required

Country

USA

Address Must Be Verified

9 Verify Address

Cancel

Previous Submit

7. Enter all the **required** information in the fields (**Required** fields have an asterisk (*), in the top right corner).
8. Click **“Verify Address”**
9. Then, click **“Submit”**

10 Confirmation

Your request has been successfully submitted and is pending review. If approved, a Certificate of Cleans Hands will be sent to the email address provided. If you are not in tax compliance, a Notice of Non-Compliance will be sent. After your request is submitted, please allow up to three (3) business days for correspondence from the Office of Tax and Revenue's Compliance Administration. All correspondence will be sent to the email address that you have provided. You may call (202) 724-5045 or email CleanHands.Cert@dc.gov for assistance. Your request confirmation number is 0-000-029-837. Please retain your confirmation number for future reference.

Printable View

OK

10. The request has been submitted. A message is displayed, and a confirmation number is provided.
 - a. Click **“Printable View”** to obtain a copy of the clean hands request
 - b. Keep a copy for your records and provided the confirmation number provided to check the status of your request
 - c. Allow up to **3 business days** for processing. **The Certificate of Clean hands response will be sent to the email address provided**

Please Note: For any inquires or for the status of your Certificate of Clean Hands request, please contact the Collections Division at **202-724-5045** or email CleanHands.cert@dc.gov.