



Australian Government

**Department of Immigration
and Border Protection**

ImmiAccount – How to update your application passport details

Version: 2 (4-6-2015)

If your passport details change after you have submitted an application, you must update these details in the application.

This guide describes how to use an online form to update your passport number, date of issue, date of expiry, and issue authority/place. The online form will not allow you to update your name or country of passport.

Please note, you will be required to complete a 929 form in the following circumstances:

- Your passport is lost or stolen.
- You wish to update your name or country of passport.
- An online form to update passport details is not available for your visa subclass.

This guide explains the steps for updating your passport details in ImmiAccount for a submitted application.

Login to your **ImmiAccount**.



For information on how to login to your **ImmiAccount**, refer to the **How to login to ImmiAccount** Quick Reference Guide.

The **My applications summary** page displays.

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BROWN, Marie Manage Account Logout

ImmiAccount

My applications My preferences Related Links Help and support

My applications summary

New Application Import Application Manage Payments

Advanced search

List of applications

Reference no.	Application type	Name	Date of birth	Status	Last updated	Select action
EGNN3NIA23	Visitor Visa (600)	BROWN, Marie	26 Nov 1983	Application received	31 Mar 2015	Actions

1 result Page 1

Submit Applications

1. In the **Reference No.** column, click on the appropriate application link.
The **Application for a (application type)** page displays.

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Online Lodgement

Application for a Visitor Short Stay Visa

Transaction Reference Number (TRN): EGNN3NIA23

Information

The Application for a Visitor Short Stay Visa has been successfully submitted to the department.

For guidance on what documents to attach to this application (if applicable) please click on the "Document checklist" link under Related Links to the right of this page. Note: A document checklist link may not be available for all application types.

For information regarding application processing times, please click on the "Processing Times" link under Related Links to the right of this page. Note: A Processing times link may not be available for all application types.

Application documents

Type	Date	Action
Application submitted	31 Mar 2015	View application
Application fee paid	31 Mar 2015	View receipt

Correspondence for this application is currently being sent to the Primary Applicant at the following email address:

Related Links

- [View Correspondence](#)
- [Visitor information](#)
- [Change of address details](#)
- [Change of email address details](#)
- [Change of passport details](#)**
- [Add/withdraw authorised recipient](#)
- [Add/withdraw migration agent or exempt person](#)
- [Change in Circumstances](#)
- [Request for access to documents or information](#)
- [Adding an applicant](#)
- [Health details](#)
- [Document checklist](#)

2. From the Related Links menu, click the Change of passport details link.
The **Change of Passport Details** page displays.

Change of Passport Details

Transaction Reference Number (TRN): EGNN3NIA23

Applicant

Select the name of the applicant to update their preferred passport details.

Name [MARIE BROWN \(26 Nov 1983\)](#)

Is the name in the applicant's passport different to what they have previously advised the department?
 Yes No

Cancel Print Go to my account Submit Form

3. From the **Name** drop down list, ensure the correct applicant is selected.

4. From the **Is the name in the applicant's passport different to what they have previously advised the department?** section, select the correct answer.



If the answer is **Yes**, a message displays advising that you need to complete a **Form 929** rather than completing this process. This form is available from the department's website. The message contains a link that will take you directly to the form location.

The **Passport details** section displays.

The screenshot shows the 'Change of Passport Details' form. At the top, it displays the Transaction Reference Number (TRN): EGNN3NIA23. The 'Applicant' section includes a dropdown menu for the applicant's name, currently set to 'MARIE BROWN (26 Nov 1983)'. Below this is a question: 'Is the name in the applicant's passport different to what they have previously advised the department?' with radio buttons for 'Yes' and 'No', where 'No' is selected. The 'Passport details' section contains several fields: 'Country visited' (empty), 'Family name' (Brown), 'Given names' (Marie), 'Passport number' (empty), 'Country of passport' (UNITED STATES - USA), 'Nationality of passport holder' (UNITED STATES - USA), 'Date of issue' (dropdowns for month, day, and year), 'Date of expiry' (dropdowns for month, day, and year), and 'Place of issue / issuing authority' (empty). Below these is a 'Reason' section with a list of radio buttons: Expired, Cancelled, Damaged, Stolen, Incorrectly recorded, and Lost. At the bottom, there are buttons for 'Cancel', 'Print', 'Go to my account', and 'Submit Form'. Red boxes and numbers 5 through 9 highlight the following elements: 5. Passport number field; 6. Date of issue and Date of expiry fields; 7. Place of issue / issuing authority field; 8. Reason section; 9. Submit Form button.

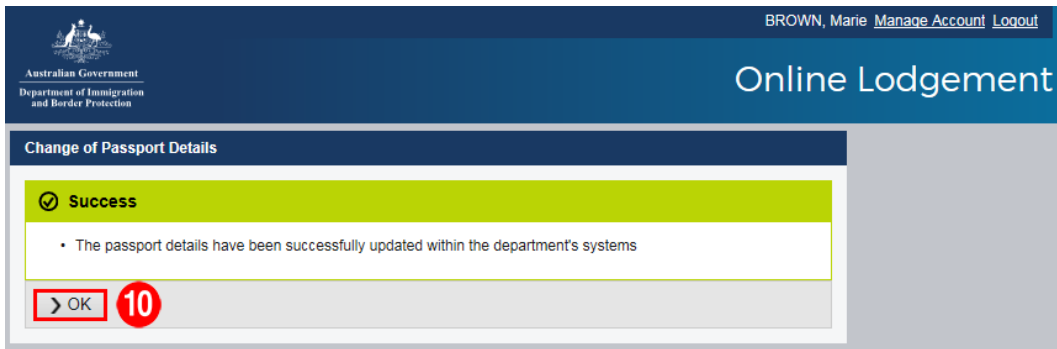
5. Enter the new **Passport number**.
6. Enter the passport's **Date of issue** and **Date of expiry**.
7. Enter the passport's **Place of issue/issuing authority**.
8. Select the appropriate **Reason** for updating your passport details.



If reason is **Stolen** or **Lost**, the **Submit Form** button is de-activated. You will need to complete Form 929 instead. This form is available from the department's website.

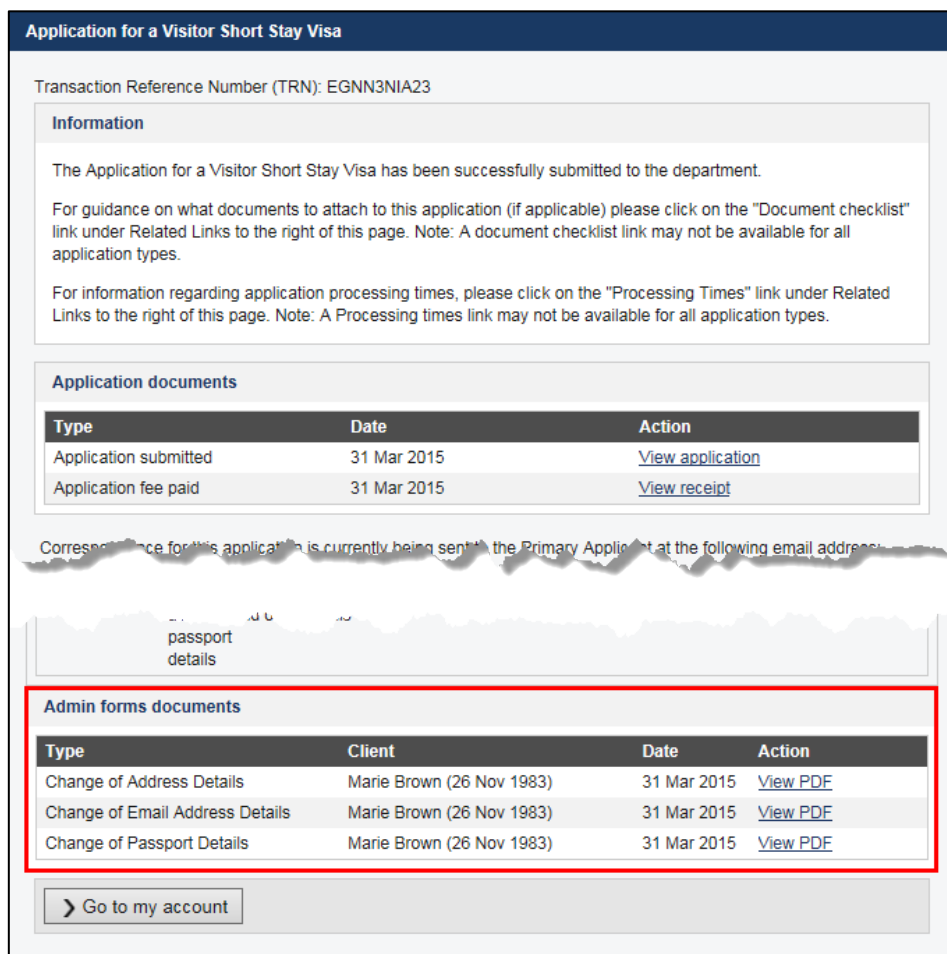
9. Click **Submit Form**.

A **Success** message displays.



10. Click **> OK**.

The **Application for a (application type)** page displays with **Change of Passport Details** information listed in the **Admin forms documents** section.



You have successfully updated your passport details.



If this passport update is being made against a submitted application, attach a copy of the passport particulars/photo (bio-data page) after this request has been submitted. To attach a copy of your passport page, refer to the **How to attach documents to your application** Quick Reference Guide.



If you have other submitted applications, complete this procedure for each application.