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

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

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.

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.