

UPDATING PASSPORT DETAILS

How to update your passport details

Follow these steps:

1 After logging into MHR4me:

Tap the profile icon at the bottom, then select **Personal Details**.

≡ Profile
Personal Details
Qualifications
Job Description
Next of Kin
Licenses
Indemnity
Work Preferences
Communication Preferences
n 🖾 🕥 🖾 📫

From the **Home** screen, tap the **Hamburger button**.



Tap to expand the **Profile** option.

MHR 4me	¢	
Welcome ADRIANA ALETTA ROOS, 121276225		ooking
A Home		queet
Availability		
Profile	*	

The list of profile options will be displayed. Tap the **Personal Details** option.



2 When the Personal Details screen displays, tap **Citizenship and Identification** on the right.

← Personal Details	
Personal Details	Citizensł
General Details	🥥

3 Tap the ellipsis icon/three dots (...) next to 'Foreigner (Passport with Work Permit)'.

← Personal Details		
Citizenship and Identification		
Foreigner (Passport with Work Permit)	··· 📀	
PASSPORT NUMBER 143257644		

4 When the screen below displays, tap **Update Passport Details**.

← Personal Details			
Citizenship and Identification			
Foreigner (Passport 🥑 with Work Permit)			
PASSPORT NUMBER 12345			
EXPIRY DATE UPDATE REQUIRED 26/03/2025			
COUNTRY OF ISSUE Australia			
Work Permit 🥝			
COUNTRY OF ISSUE Australia			
NUMBER			
123456			
END DATE 22/01/2027			
opuate Passport Details			

- **5** When the screen below displays:
 - Enter the new passport details.
 - Upload a certified copy or photo of the new passport as proof.
 - Tap Save.

Update Passport Detai	ls
Passport Number *	
12345	
Expiry Date *	
16/04/2027	Ē
Passport Country of Issue *	
Australia	•
New passport.jpg *	8
CANCEL	SAVE

6 The new passport details will be displayed and are awaiting approval from MHR. MHR will review the update during office hours (Monday to Friday) and either approve or reject the update. If rejected, you will receive a notification explaining the reason. You can still remove the updated details before approval by tapping the dustbin icon.

Foreigner (Passport with Work Permit)



PASSPORT NUMBER 12345 **7** Once approved, only the latest passport details will display, and you will receive an approval notification on the MHR4me app.



Dear MHR member. Your request for passport change has been approved. Regards MHR 25/03/2025 at 15:26