



# How to update your registration photo

## Office of the Migration Agents Registration Authority (OMARA)

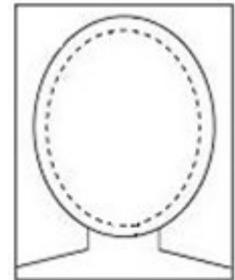
### 1. ABOUT PHOTOGRAPHS

For identity purposes, initial registration applicants must provide a current passport sized photograph as part of their online application. Repeat registration applicants need to provide a new photograph every five years.

#### 1.1 Dimensions, quality and style

The photograph requirements of the Australian Passport Office can be used as a guide. Your head (face) and top of shoulders should be shown, however, it is not necessary for your expression to be neutral (you may smile if you wish).

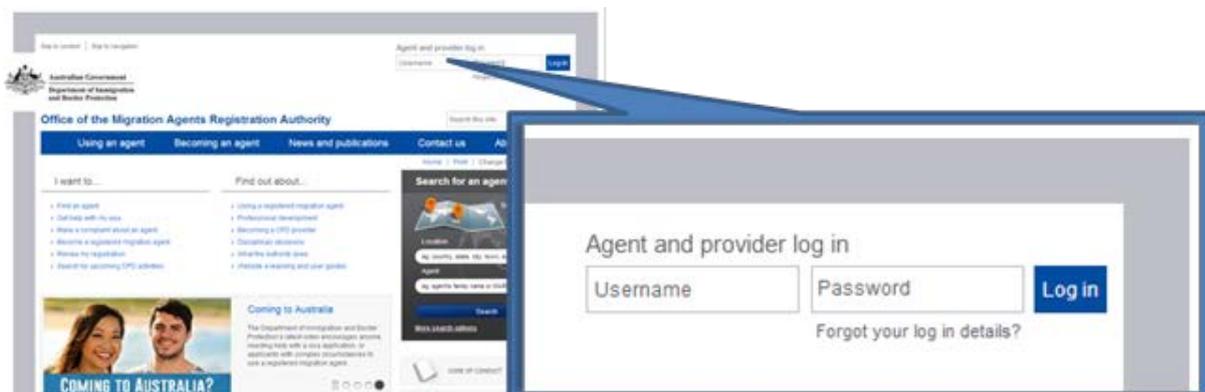
See: [Australian Passport Office photograph requirements](#)



### 2. LOG IN

To update your photo, log into your secure agent area of the OMARA website.

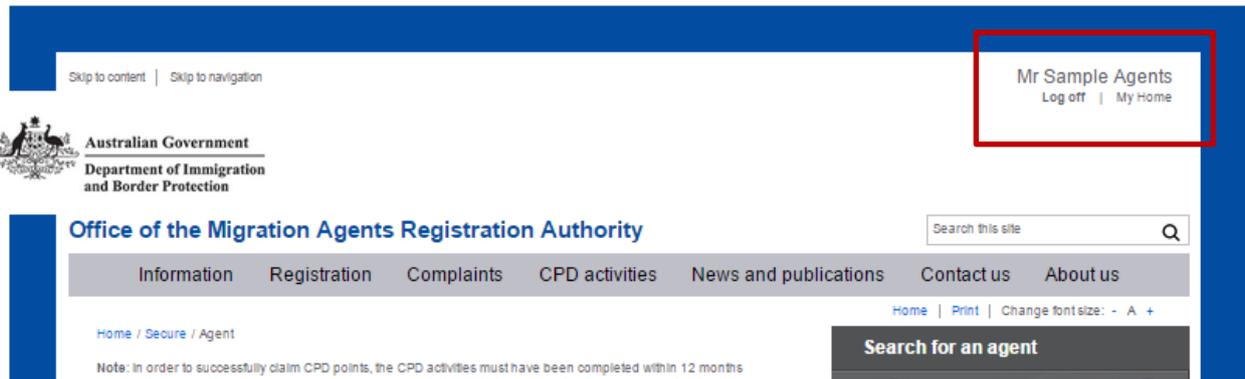
Go to [www.mara.gov.au](http://www.mara.gov.au) and enter your MARN and current password in the boxes indicated below.



### 3. SECURE HOMEPAGE

Once logged in, you will see your agent homepage with information about your registration and CPD, plus any messages or alerts.

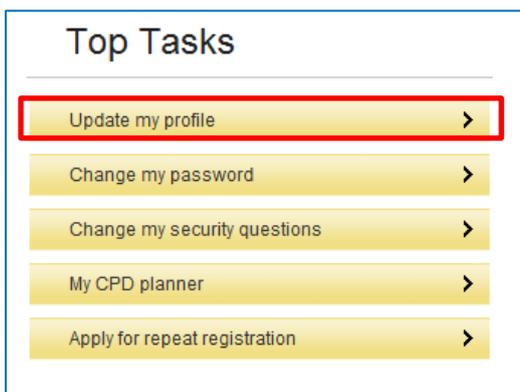
In the secure area, you will notice that the outside border will change to blue and your name will appear in the top right corner to indicate you are logged in.



### 4. UPDATE MY PROFILE

On the Top Tasks menu on the right side of the screen select **Update my profile**

Selecting this will take you to a landing page where you can review and update your profile and photo.



# 5. UPDATING YOUR PHOTOGRAPH

There are seven categories of information that can be updated online. One of these is **Your photograph**

Click **Edit** on the right side of the page to proceed.

### Change My Registration Details

**Note 1:** If you are using Internet Explorer (IE) and experience difficulties with this online form we recommend you change to a different internet browser and try again. Further information is available on the browsers this website supports.  
[Supported browsers](#)

**Note 2:** Uploaded photos will not appear on the OMARA website until they have been checked against requirements. This process can take a few days.

**About the information you give:**  
 Please remember that it is an offence under the Criminal Code Act 1995, to make a statement or give information or a document to a Commonwealth entity that is false or misleading and that a penalty of up to 12 months imprisonment may apply.

**Your details**

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MARN

Name

**Type of Registration**

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If you need to change your registration status as you are now operating, or plan to operate, on a different basis please select edit. You will need to enter a date your status changed. Please refer to Regulation 6 of the Migration Agents Registration Application Charge Regulations 1998.

Current registration type

**Your photograph** [Edit](#)

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Publish photo on website

Yes

## 5.1 Updating your photograph questions

In this section, you can upload a new photo and also give permission to publish your photo on the Register of Migration Agents. Wherever possible, the OMARA encourage RMAs to provide permission to display their photograph as this adds an extra layer of security for the use of your MARN. When you have your photograph displayed on your profile page and a client meets you in person, they can see that you are the registered migration agent pictured on the Register.

**NOTE: Uploaded photos will not appear on the OMARA website until they have been checked against requirements. This process can take a few days.**

1. To upload a new photograph, select YES to 'Do you want to update your photo?'
2. To display your photo on the Register, select YES to 'Publish photo on website'

Home / Secure / Agent / Registration / Change My Registration Details / Update your personal details

### Update your personal details

You must answer ALL questions marked with an asterisk.

Type of agent	Commercial
Do you want to update your photo?	Yes ▼
Publish photo on website	Yes ▼

1 Personal details  
2 Supporting Documents  
3 Declaration

3. Select NEXT (at the bottom of the page)
4. Upload a new photograph by selecting 'Choose File'. Then select NEXT

Photograph Choose File No file chosen

Additional Documents

Please describe the file you are uplo Choose File No file chosen X Add

You can upload another document by clicking 'Add'. You can delete an entry by clicking 'X'.

PREVIOUS EXIT NEXT

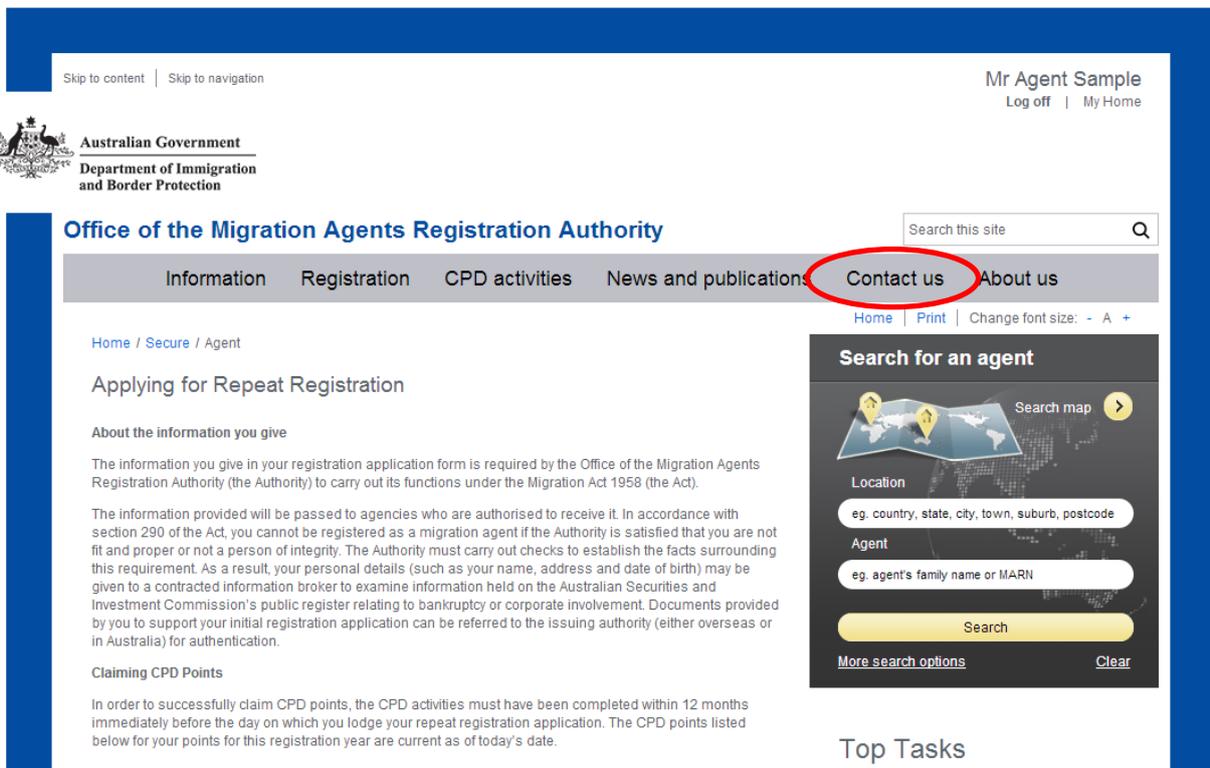
5. Complete the Declaration step and select SUBMIT

## 6. PHOTOGRAPH APPROVAL

When you add a new photograph, the OMARA must ensure the photograph meets all requirements before it is placed on the Register. **This can take up to five business days.** Please only submit one photograph.

## 7. NEED ASSISTANCE?

If you require assistance with this process, **Log in** to your agent secure area on the website and select the **Contact Us** form. Detail the assistance you need and a member of the OMARA staff will contact you.



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Department of Immigration  
and Border Protection

Office of the Migration Agents Registration Authority

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### Applying for Repeat Registration

**About the information you give**

The information you give in your registration application form is required by the Office of the Migration Agents Registration Authority (the Authority) to carry out its functions under the Migration Act 1958 (the Act).

The information provided will be passed to agencies who are authorised to receive it. In accordance with section 290 of the Act, you cannot be registered as a migration agent if the Authority is satisfied that you are not fit and proper or not a person of integrity. The Authority must carry out checks to establish the facts surrounding this requirement. As a result, your personal details (such as your name, address and date of birth) may be given to a contracted information broker to examine information held on the Australian Securities and Investment Commission's public register relating to bankruptcy or corporate involvement. Documents provided by you to support your initial registration application can be referred to the issuing authority (either overseas or in Australia) for authentication.

**Claiming CPD Points**

In order to successfully claim CPD points, the CPD activities must have been completed within 12 months immediately before the day on which you lodge your repeat registration application. The CPD points listed below for your points for this registration year are current as of today's date.

### Search for an agent

Search map

Location  
eg. country, state, city, town, suburb, postcode

Agent  
eg. agent's family name or MARN

Search

[More search options](#) [Clear](#)

### Top Tasks