PASSPORT GUIDE

The Contingent Management Team would like to emphasise the necessity of uploading copies of passports and ensuring that all details on the OLEMS registration system precisely match the passport information. This requirement holds particular significance for flights and travel insurance purposes. Accurate alignment between OLEMS and passport details is crucial to ensure seamless travel arrangements, comply with immigration regulations, and mitigate potential complications or delays.

How to Scan and Uplaoad your Passport

1. Log onto the OLEMS Registration System (https://registrations.international.scouts.com.au/)
2. Click on 'NZJ2024' found under the 'My Events' heading.
3. Select 'Travel Details' from the menu on the left hand side.
4. Press 'Load Scanned Passport Details Page'.
5. Upload your passport as a PDF (all passport MUST be uplaoded in this format).
6. Select the correct country of issue for the passport (e.g. Australia).

Details Check

After you have uploaded your passport to the OLEMS Registration System it is important to check all of your details match!

1. Log onto the OLEMS Registration System (https://registrations.international.scouts.com.au/)
2. Click on 'NZJ2024' found under the 'My Events' heading.
3. Select 'Travel Details' from the menu on the left hand side.
4. Please Check that the following details on the registration system match your passport exactly:
   - Nationality
   - Dual Citizenship
   - Country of Birth
   - Primary Passport Issued by
   - Expiry Date
   - Issue Date
   - Passport Number
   - Name on Passport*

Name on Passport

The above must match EXACTLY with your passport. If it is does not please update your name on the "Personal" tab.