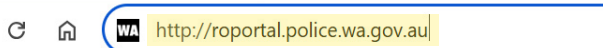


How to log on to the ROportal and submit your changes


1. Log on to the internet and type in <http://roportal.police.wa.gov.au> in the browser. This will take you to the ROportal website.



Or, scan the QR code below:



2. Read **Report your changes of details online** and **Before you start** information, then click **Start reporting now**.

 Contact Us

Report your changes of details online

The *Community Protection (Offender Reporting) Act 2004 (the Act)* requires you, as part of your reporting obligations, to report changes to your personal details and circumstances.

It is an offence under section 63 of the Act if you fail to comply with your reporting obligations without reasonable excuse.

You must provide information that is true and accurate. Under section 64 of the Act, it is an offence if you provide information that you know to be false or misleading.

To complete and submit this form, you will be required to take and submit a photograph of your face. *By providing a photograph, you consent to it being retained for law enforcement, crime prevention or community protection purposes.*

This online portal is an alternative to you reporting changes to your personal details and circumstances in person. If you are unable to, or do not wish to use this online portal, then you must report your changes at:

- Serious Offender Enforcement Squad (SOES) if you live in the metropolitan area, or
- Your closest police station if you live in regional WA.

Before you start

- Have your Login ID number.
- Ensure you have all your information ready before you start.
- Please note all fields marked with a red asterisk (*) are mandatory as per the Act.
- The form will time out after 15 minutes of inactivity.
- If the form times out, all data entered will be lost, and you will need to resubmit.
- Ensure you are using a device capable of taking a photograph.
- Ensure Location Services is enabled on your device.
- To complete your submission, you will be required to submit a photograph of your face at the end of the form.


START REPORTING NOW

- Your Obligations Booklet
- Aboriginal Audio Translations
- Frequently Asked Questions
- Support Services Links
- Parent/Guardian Info
- Relevant Legislation
- Report an Issue

3. Enter your Login ID number and click **Continue**.

Enter your Login ID number to continue

000000

 [Continue](#) [Cancel](#)


4. You will receive a one-time passcode to your email or mobile phone. Enter your passcode and click **Continue**.

Enter your One-Time Passcode

904667


Enter your Login ID number to continue

000000


 [Continue](#) [Cancel](#)

Note: If you enter the incorrect passcode 3 times you will need to wait 5 minutes before requesting a new passcode and trying again.

5. The form will load and you can begin reporting your changes.

 [Contact Us](#) [Log Out](#)

Reporting Changes

 This form allows you to report changes to various details as per your Reporting Obligations under the **Community Protection (Offender Reporting) Act 2004**.

Please tick boxes for the changes you need to update.

Report within 24 hours

☐ Reportable Contact with Children

Report within 3 days

☐ Address

☐ Employment/Practical Training

☐ Vehicles

Report within 7 days

☐ Banks/Financial Institutions

☐ Clubs/Organisations

☐ Device & Login/Access

☐ Email Address

☐ Foreign Citizenship

☐ Found guilty in foreign jurisdiction

☐ Government Custody for 14 days or more

☐ Internet Accounts (Including Apps)

☐ Internet Service Providers (ISP)

☐ Name/Date of Birth/Sex or Gender

☐ Passport

☐ Scars/Marks

☐ Tattoos

☐ Telephone Number

[NEXT](#)

6. Tick the boxes for the changes you need to update, then click **Next**. You can select multiple changes.

Reporting Changes

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☐ Name/Date of Birth/Sex or Gender

☐ Passport

☐ Scars/Marks

☐ Tattoos

☐ Telephone Number

NEXT

7. Fill out what you need to report, then click **Preview submission**.
Note: All fields marked with a red asterisk (*) must be completed.

When did you start using this email address? *

When did you start using this email address? is required.

Any additional information to provide?

REMOVE

CLEAR

+ ADD ANOTHER EMAIL

BACK

PREVIEW SUBMISSION




8. Click **Take selfie**, enable camera access, and click **Capture** take a photo of your face.

Click on the "Take Selfie" button

The camera will activate and you will need to take a photograph of your face (as per the example) prior to submission.

TAKE SELFIE



9. Fill out if anyone has assisted you in completing the form, click **Accept Declaration**, and click **Submit**.

Has anyone assisted you in completing this form?

Declaration

Providing information that I know to be false or misleading is a crime. I declare the information provided in this report is true and correct.

☒ Accept Declaration

SUBMIT

10. Your submission reference number will appear on the screen. This confirms that your submission has been received and is under review. The reference will also be sent to your email/phone. Click **OK**.

Your submission has been received.

Your reference is SUBXXXXX.

Once your submission has been reviewed you will be advised of the outcome. This will be sent via the same method you received your One Time Passcode.

Please retain the above reference for your records.

OK

Note: You must monitor your phone/email for a follow-up message over the next few days advising whether your submission has been approved or rejected. If it is rejected, you will need to take further action and resubmit your changes otherwise you may fail to comply with your obligations.