



HOW TO CHANGE YOUR PASSPORT NUMBER

To update your passport number, please follow these steps:

1. **Send an email to the Ministry of Education of Spain Tech Support Team** at the following address: soporte.sede@educacion.gob.es
 - In your email, state that you need to update your document number and include the information currently associated with your SEDE profile.

EXAMPLE TEXT FOR EMAIL:

Good morning,

I need to update the document number (passport) associated with my SEDE profile to the following: "XXXXXXX".

My **current** account details are:

- First name:
- Last name:
- Document number (Passport):
- Email address:

IMPORTANT:

- Please attach a copy of the new document number you wish to update so that it can be verified.
- In addition, please **CC** profex.soporte@educacion.gob.es on the email so that we can also verify your information and ensure the change is processed correctly.

* While these changes are being processed, you will temporarily be unable to access your Profex profile. Please do not worry—this is normal.

Recommendation: Whenever possible, submit this request between **08:00 and 14:00 CET (Central European Time) on working days, so that it can be processed as quickly as possible.