Lodge Passport: Checking Your Lodge Record

A guide for brethren who use Lodge Passport · Nov 14, 2026

What this is

Your lodge keeps a record about you: your name and contact details, when you were proposed, initiated, passed and raised, your offices and honours. Your Lodge Passport keeps your own version of much of the same. This guide shows you how to:

- **check** what the lodge holds about you, side by side with your Passport, and tell the Secretary what is wrong; and
- **send** your Passport to the Secretary, so the lodge records are complete, including your **visits to other lodges**, which the Secretary has no other way of knowing.

Your privacy. Lodge Passport has no account and no server: everything stays on your own phone or computer. Your lodge record and your Passport travel only as **locked files** that you and your Secretary e-mail to each other. They are locked with your lodge's **Link Code**, so only your lodge can open them. Nothing in the lodge records changes until the Secretary has looked at it and approved it.

Before you start

Your Passport needs to be version 1.16.0 or later. Open Lodge Passport with an internet connection; if it has been added to your Home Screen it updates itself. The version is shown at the very bottom of the **Settings** page, under the **CHECK FOR UPDATES** button, which fetches the latest version straight away.

You need your lodge's Link Code. It looks like **LSP-ABCD-EFGH-JKLM** and comes from your Lodge Secretary, usually in his e-mail. Keep it to yourself and members of your lodge: it's the key to your lodge's files.

Both things below are done on the **Settings** page of your Passport. Open it from the Settings tab and enter your PIN when asked.

1. Checking the record your Secretary sends

Your Secretary may e-mail you a message headed **"Your lodge record"** with a file attached, named like *lodge-record-Smith-2026-11-13.json*.

1. **Save the attachment.** On an iPhone, tap it, then the Share button, then **Save to Files**. On Android, tap it to download it. On a computer, save it to your Downloads folder.
2. Open Lodge Passport and go to **Settings** (enter your PIN).
3. In **LODGE SECRETARY LINK CODE**, type the code from the e-mail, unless it's there already.
4. Tap **CHECK MY LODGE RECORD** and choose the saved file.

Your Passport now shows every item the lodge holds about you, under Personal details, Contact details, and Proposal and degrees.

Items with a ✓ match your Passport. If one is wrong all the same, tick **This is wrong — it should be** and type the right value.

Items with a ✗ (in red) differ from your Passport. Choose one:

- **The lodge record is right.** Nothing is sent. Tick **…and correct my passport to match** if you'd like your Passport changed as well. This works for your names, date of birth, e-mail, proposer, proposal and ballot dates, degree dates and Grand Lodge Certificate number. Your rank is never changed this way, because it needs a verification code.
- **My passport is right.** The Secretary is asked to change the lodge record to what your Passport says.
- **It should be:** type the correct value yourself.

Items your Passport doesn't keep (a second e-mail, your phone numbers, your home address) show what the lodge has, with **The lodge record is right** or **It should be:**.

Below the items you'll see the offices, honours and other memberships the lodge holds, for your information, and a box for **anything else** the lodge has wrong or missing (for example a new address).

5. Tap **SAVE MY ANSWERS**. The message tells you how many corrections will go to the Secretary. You can open the file again and change your answers any time before you send them.

2. Sending your Passport to the Secretary

You can do this after checking your record, or at any time on its own, for example after a new degree, an appointment, or a few visits to other lodges.

1. On the same **Settings** page, check the **LODGE SECRETARY LINK CODE** and, if you like, type your lodge's name underneath.
2. Tick the box agreeing to send your whole passport to your Lodge Secretary.
3. Tap **SEND TO MY LODGE SECRETARY**.
    - On a **phone**, the share sheet opens. Choose **Mail** and send it to your Secretary.

- On a **computer**, the file is saved to your Downloads folder. Attach it to an e-mail to your Secretary.

The file is named like *lodge-passport-for-secretary-SMITH-2026-11-13.json*. It carries your whole Passport, including your visits to other lodges and any corrections you saved. Once it has been sent or saved, your corrections are cleared so they aren't sent twice. If you cancel instead, they're kept for next time.

What happens next

Your Secretary opens the file in Lodge Secretary. Each correction you asked for, anything else that differs between your Passport and the lodge records, and your new visits to other lodges appear on his list to review. **He decides each one**: approve it and the lodge record is updated, or leave the record as it is. Nothing changes until he does.

What the Secretary can see. Everything in your Passport file: your details, degrees, offices, honours, memberships, visits, dues and the other pages you have filled in. Only the items listed above are compared with the lodge records; the rest is kept with your record as a document. If there's something you'd rather not share, don't send the file, and tell your Secretary your corrections another way.

Questions

If you see…	Do this
"That file can't be opened with this Link Code"	Retype the code from the Secretary's e-mail. If he has changed the code since, ask him to send the record again.
"That isn't a lodge record file"	You chose a different file. Choose the one from the Secretary's e-mail, named *lodge-record-…json*.
No CHECK MY LODGE RECORD button	Your Passport is older than 1.16.0. Tap CHECK FOR UPDATES at the bottom of Settings, or close it and open it again with an internet connection.
"First enter your Lodge's LINK CODE above"	Type the code into LODGE SECRETARY LINK CODE first, then tap CHECK MY LODGE RECORD.
The Secretary says your file uses a different code	Ask him for the current code, put it in the Link Code box and send again.

Don't use Lodge Passport? Your Secretary can also send your details in the e-mail itself. Just reply to him with any corrections.