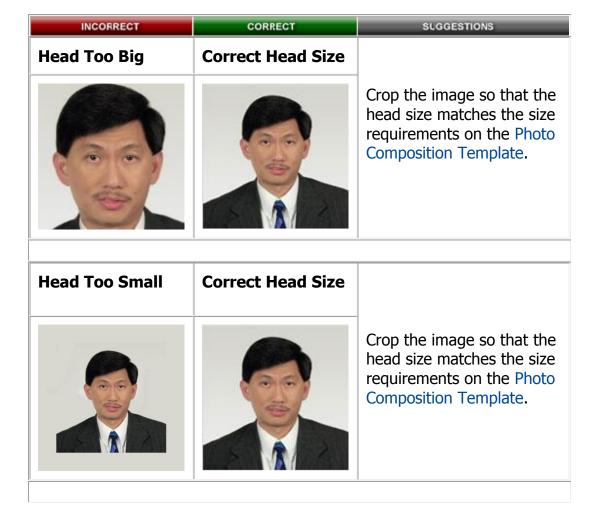
Passport photographs

All passport applications must include 1 recent photograph. The photograph you send must meet the following standards and must be a likeness of you. The guidance in the following pages will help you send us an acceptable photograph.

The photograph must be:

- In color, not black and white
- Printed on photo quality paper
- 2 x 2 inches (51 X 51) mm in size
- Taken within the last 6 months to reflect current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With neutral facial expression and both eyes open

Head Position & Background for Passport Photo



Not Centered

Correct Head Position





Re-crop the original image so that the head is centered in the frame or take a new photo with the head centered.

Not Facing Camera

Head Facing Camera





Look straight ahead at the camera. Profile photos will not be accepted.

Head Tilted

Correct Pose





Keep your head upright and face the camera. Do not tilt your head.

Glare on Glasses

No Glare on Glasses





Glare on glasses is not acceptable. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

Background Not Plain

Plain Background





You must use a white or off-white background in your photo. Use a plain wall or a photographer's backdrop cloth.

Brightness, Contrast & Color

Photo Too Dark		
	Correct Brightness	
		Ensure there is proper lighting and exposure to avoid an overly dark photo.

Contrast Too High | Correct Contrast





High contrast can be caused by uneven lighting or by inappropriate camera settings. Use balanced lighting to minimize shadows on the face of under the chin.

Improper Color Natural Color





Photos are affected by the type of light used. Avoid mixing incandescent and fluorescent lighting. The color balance selected on the camera should match the illumination.

Exposure & Lighting

INCORRECT	CORRECT	SLGGESTIONS
Over Exposed	Correctly Exposed	
		Over-exposure occurs when the film or camera sensor receives too much light, which results in a loss of resolution or fine detail in highlights and more graininess.
		Avoid exposure problems by using the recommended light arrangement and diffuse the light sources.
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Under Exposed

Correctly Exposed





Under-exposure occurs when the film or camera sensor receives too little light, which results in loss of detail in shadows.

Avoid exposure problems by using the recommended light arrangement and diffuse the light sources

Shadows on Background

Background Illuminated





Shadows on the background can be reduced or removed by positioning a back-light below the person and pointing up and by minimizing the distance between the person and background.

Shadows on Face

Face Uniformly Illuminated





To reduce shadows on the face, avoid overhead lighting and make sure the lights on either side of the person are of equal intensity.

Resolution & Printing Quality

INCORRECT	CORRECT	SUGGESTIONS
Low Quality: Discernible Pixels	High Quality:Non- Discernible Pixels	
		Image quality and resolution are directly related. The higher the resolution on your digital camera, the better the image quality. You should not be able to see individual pixels in the image, even if the image is enlarged on a monitor.
Low Quality: Visible Coarse Dot Pattern	High Quality: No Visible Dot Pattern	
		Digital printers have variable resolution settings, and the highest quality settings should be selected so your photo does not appear fuzzy or grainy.
Poorly Focused	Properly Focused	
		The person's face should be the point of focus in the photo. You may have to adjust the distance or zoom to properly focus the person in the photo