



# e-Services Portal Attaching Documents Guidelines.

## Introduction

When applying for Online Passport, you will be required to upload picture, forms and supporting documents.

This guide explains the steps for attaching supporting documents when applying for Online Passport. You can upload the picture and forms (fingerprint) in the similar manner in their respective sections.



We are able to accept .JPEG, .JPG, .PNG types of file.



We are able to accept the following sizes of files:

- SUPPORTING DOCUMENTS: 1MB
- FINGERPRINT FORM: 3MB
- PHOTOGRAPH: 5MB

## Attaching Documents to an Application

1. Login to your e-Services portal Account. Provide the information and proceed to the **Document** tab

Application Info ✓ Passport Delivery ✓ Payment ✓ Personal Info ✓ Address ✓ Relatives ✓ Photograph Documents Fingerprint Review

### Upload Your Supporting Documents

Before uploading the documents, review the document upload guidelines available [here](#)

- Photographs of supporting documents taken from digital camera or mobile phones are also acceptable.
- Only jpg, jpeg and png file formats are accepted.
- Document size should not be more than 1 MB

**Supporting Documents Upload Steps**

- Step 1: Select supporting document type
- Step 2: Upload supporting document
- Step 3: Review your uploaded document

**Application Supporting Document(s)**

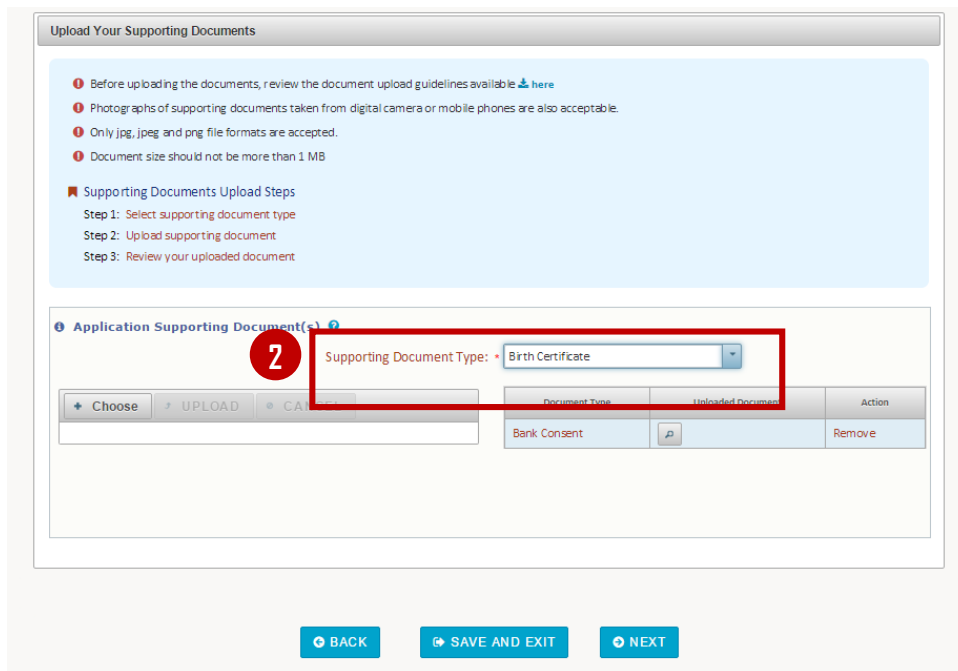
Supporting Document Type: \* Select

+ Choose → UPLOAD → CANCEL

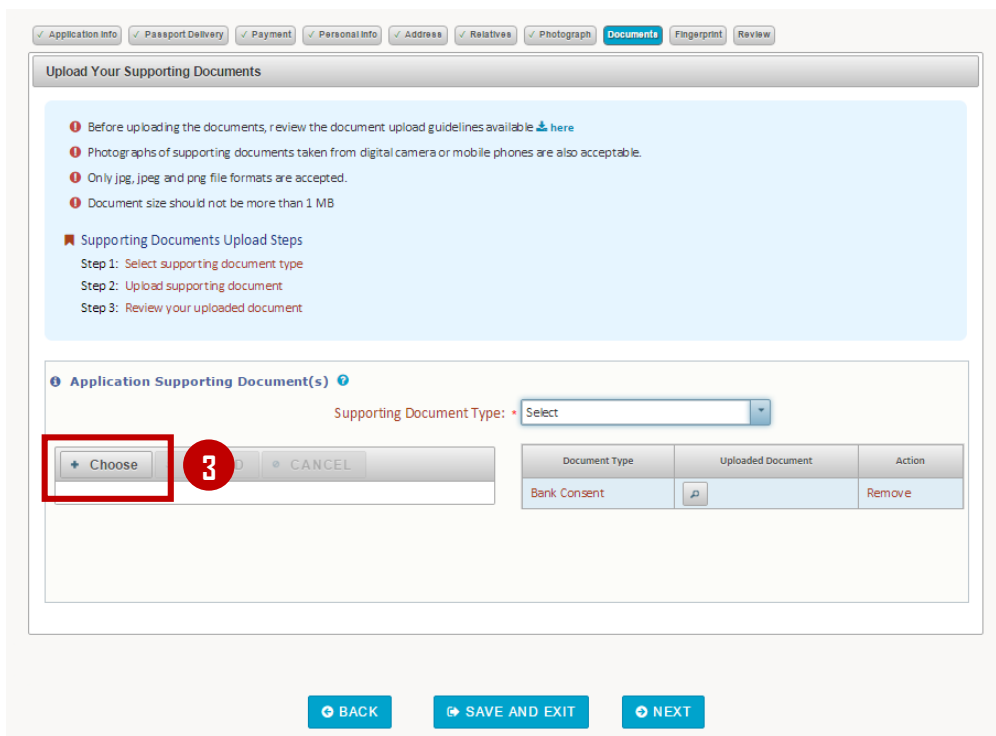
Document Type	Uploaded Document	Action
No records found.		

BACK SAVE AND EXIT NEXT

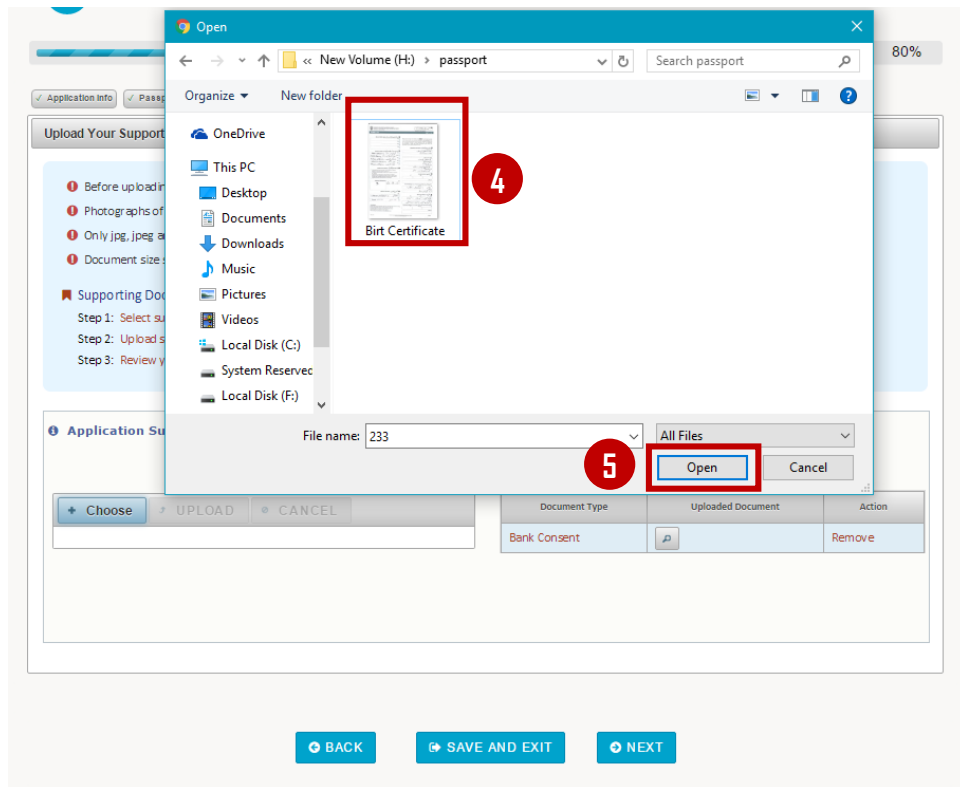
2. Select the document to be attached from the drop down list **Supporting Document Type**



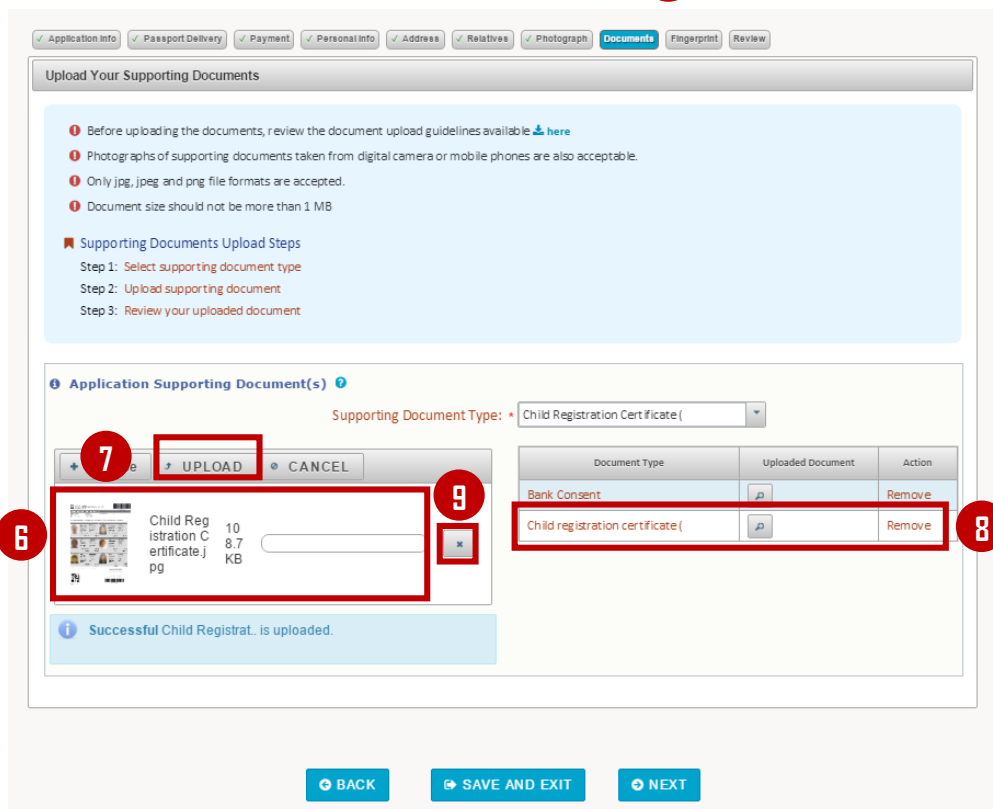
3. Click **Choose** **3** button.



Find and select the file to be attached **4**



4. Click **Open** 5
- The field is populated with the selected document file 6



5. Click **upload** 7 button. This displays the document uploaded in the **Uploaded Document** 8 Section.



Click   if you want to stop attaching a document to your application.

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You have successfully attached a document to your Application