



NATIONAL DATABASE AND
REGISTRATION AUTHORITY

How to Scan Data Acquisition Form on 600 DPI

When applying in Pak-Identity Application, you will be required to upload picture, forms and supporting documents. This guide explains the steps of scanning the fingerprint acquisition form through common scanner.



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



We are able to accept the following sizes of files:

- **FINGERPRINT ACQUISITION FORM: 10MB**

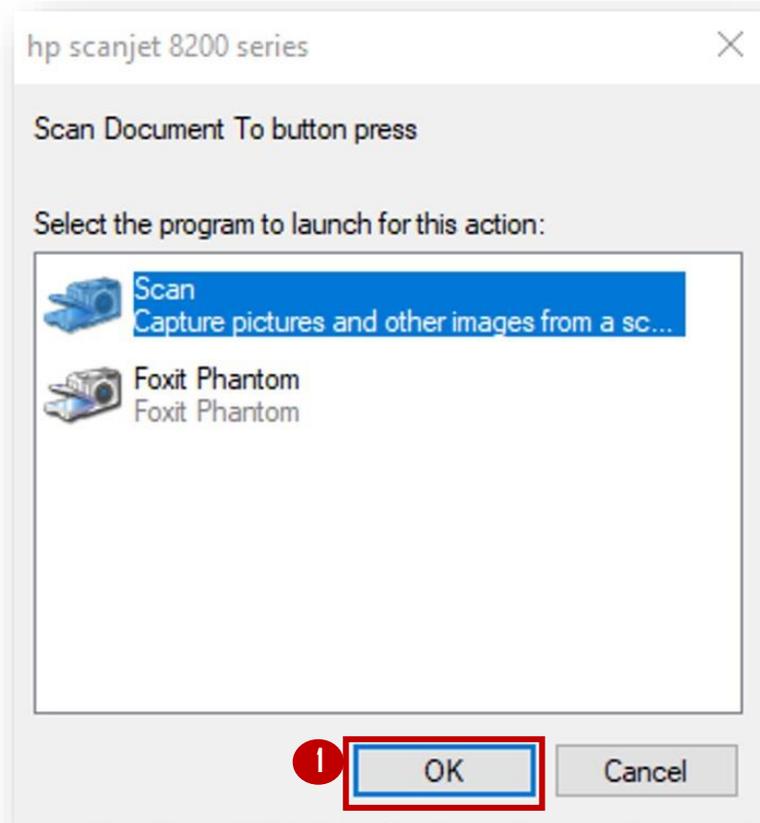


The form must be scanned at 600 DPI or above in greyscale

Scanning Fingerprint Form

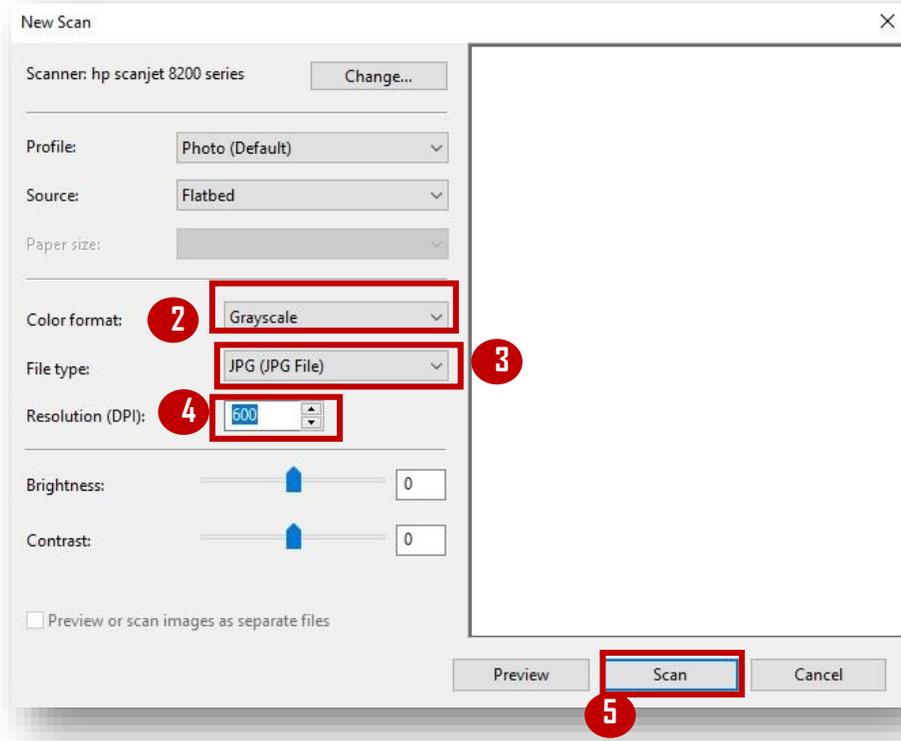
1. After successful printing and completing the information required on Data Acquisition Form, you will have to scan the printed Data Acquisition Form.
2. To upload the Data Acquisition Form, place the form on the scanner.
3. Press the scan button on the scanner.

4. The following below screen will appear.



5. Click Ok  button

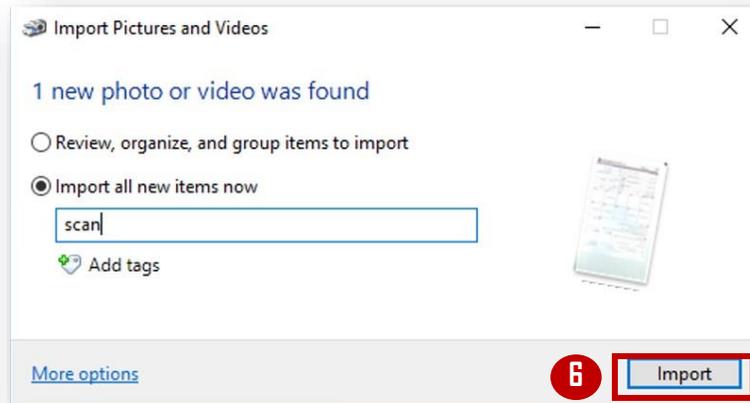
6. The Following screen will appear when OK button is pressed **1**



7. To scan the form select following parameters

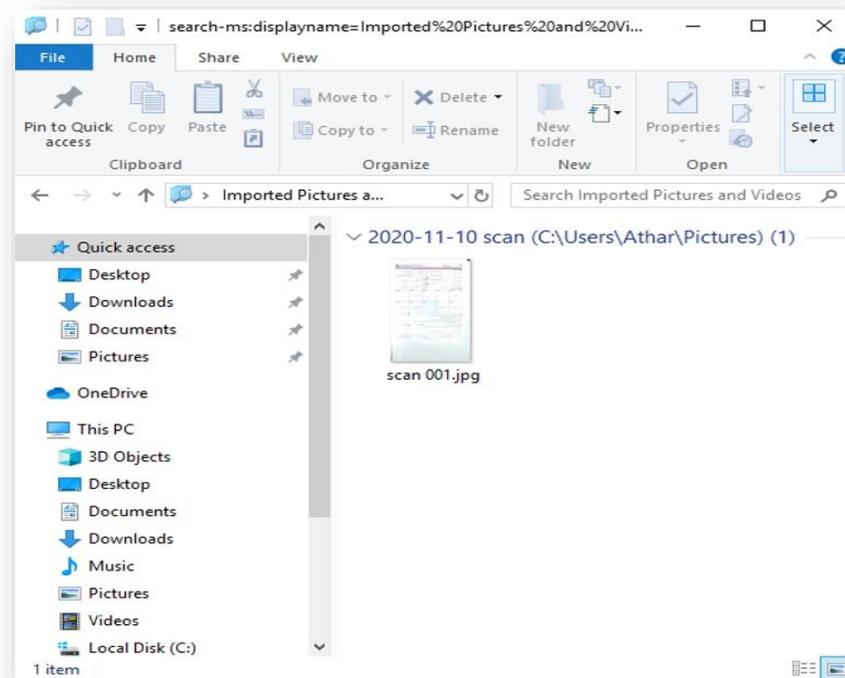
- a. Select Grayscale **2** from Color format drop down box.
 - b. Select JPG (JPG File) **3** from File type drop down box
 - c. Select 600 dpi **4** in Resolution (DPI) box.
8. Click Scan **5** button.

9. Once scan is complete following window will appear to save the scanned file



10. Click Import **6** button to save your scanned document at default printer location.

11. Once the file is saved, the system automatically opens and displays the scanned file location.



12. Now the file is ready to be uploaded to Pak-Identity application.