













e-Services Portal Photograph Capturing Guidelines

Please review this helpful information to aid in the successful processing of Applicant's Photograph submissions in order to prevent delays or rejections. The photograph submissions must meet specific criteria for processing by DGI&P.



The photograph size should be maximum up to 5MB.

PHOTOGRAPH QUALITY		
The photographs must be:		
 Too Close	 Too Far Away	
<ul style="list-style-type: none">▪ No more than 6-months old▪ Taken against a plain white background.▪ Your photos must be professionally printed and 45 mm (Millimeter) high by 35mm wide.▪ Close up of your head and top of your shoulders so that your face takes up 70–80% of the photograph▪ In sharp focus and clear▪ Of high quality with no ink marks or creases		

 <p>Blurred</p>	 <p>Looking Away</p>		<p>The photographs must:</p> <ul style="list-style-type: none"> ▪ Show you looking directly at the camera ▪ Show your skin tones naturally ▪ Have appropriate brightness and contrast ▪ Photographs taken with a digital camera must be high quality color
			<p>Style and lighting</p>
			<p>The photographs must:</p>
 <p>Unnatural Skin tone</p>	 <p>Portrait</p>		<ul style="list-style-type: none"> ▪ Be color neutral ▪ Show your eyes open and clearly visible ▪ No hair across your eyes ▪ Show you facing towards the camera, not looking over one's shoulder (portrait style) or tilted, and showing both edges of your face clearly ▪ Be taken with a plain light-colored background ▪ Be taken with uniform lighting and not show shadows or flash reflections on your Face and no red eye
 <p>Not center</p>			<p>Glasses and head covers</p>
			<p>If you wear glasses</p>



Glasses



Sun Glasses



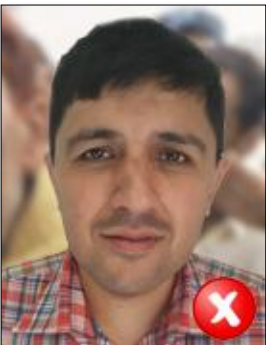
- The photograph must show your eyes clearly with no glasses on.
- Head coverings are permitted, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.



Wearing Hat

Expression and frame

Your photographs must:



Background



Mouth open



- show you alone (no chair backs or other people visible), looking at the camera with a neutral expression and your mouth closed