

IMMIGRATION MATTERS

PASSPORT PHOTOGRAPH REQUIREMENTS

Passport photographs are rejected when they **DO NOT** meet the requirements set by the Passport Office. This delays the processing of your passport application. Please follow the guidelines below:



QUANTITY

- ❖ Applicants are required to submit **THREE (3) IDENTICAL** copies of a professionally produced photograph from the same film taken not more than six (6) months prior to the application.

QUALITY AND STYLE

- ❖ Print on high quality paper and use high resolution.
- ❖ Photos should be 2x2 inches in size.
- ❖ The photos should be taken in color against a plain white background.
- ❖ No **SHADOWS** should be behind ears and head.
- ❖ No flash reflections and no red eye.
- ❖ Light distribution should be even throughout photograph.
- ❖ Photographs should provide a full frontal view of the **HEAD, NECK AND TOP OF SHOULDERS WITH BOTH EARS CLEARLY VISIBLE AS MUCH AS POSSIBLE.**
- ❖ Photograph cannot be manipulated, for example, by removing spots or softening lenses.
- ❖ **DO NOT** affix embossed seal to photographs.

FACE/HEAD

- ❖ Your face should be the central or principal point of focus.
- ❖ Size of face should be 25mm to 35mm, from the chin to top of head.
- ❖ There should be a margin of 3mm between the head and the edge of the photograph.
- ❖ Show both edges of your face clearly.
- ❖ No glare or too much light should be on your face or forehead.
- ❖ Show natural skin tones and have appropriate brightness and contrast.
- ❖ No smiling (to show teeth) or frowning. Show a neutral expression with mouth closed.
- ❖ Look directly at the camera.
- ❖ Do not look over one shoulder (portrait style) or with head tilted.

GLASSES

- ❖ If you wear glasses **DO NOT** wear them when photographed.
- ❖ If you **MUST** wear glasses:
 - Your eyes must be clearly visible without your frame hiding any part of your eyes.
 - Lighter framed glasses are preferred if you have them.
 - No dark tinted lenses which would restrict a clear view of your eyes.
 - No flash reflection off the lenses.

HAIR

- ❖ Your hair must be away from your forehead, eyes and face.
- ❖ Applicants with grey/white hair should have photos taken against a pale blue or grey background.

HEAD WEAR

- ❖ Applicants should wear **NO HEAD COVERING** whatsoever. Applicant's full face and ears must be clearly visible.

CLOTHING

- ❖ Applicants of light complexion should **AVOID** wearing white clothing and should have the photos taken against a white background.
- ❖ Applicants of dark complexion should wear colored clothing and photos **MUST** be taken against a white background.
- ❖ Photographs should display appropriately clad images; **SHOULDERS AND CHEST SHOULD NOT BE EXPOSED.**
- ❖ No halter tops, spaghetti straps or merinos should be worn.
- ❖ Jewelry and other accessories should be minimal or fully removed to prevent shadows when photographed.

CHILDREN AND BABIES

- ❖ Photos of children and babies should:
 - Show the child or baby with his/her eyes open, looking straight at the camera with mouth closed and no pacifier.
 - Show the child or baby's face clearly without any other objects (including parent's supporting hand) visible.
 - Show the child or baby without any hair across the eyes.

CERTIFICATION

- ❖ One (1) passport photo **MUST BE CERTIFIED** with stamp and signature by the same notary as Section 9 of the passport application form.
- ❖ Applicant **MUST PRINT OR SIGN** his/her name on photo below the notary's stamp.
- ❖ If notary's stamp cannot fit on the photo use the following certification:
"I CERTIFY THAT THIS IS A TRUE PHOTO OF (INSERT APPLICANT'S NAME)."
- ❖ Notary should place his/her signature beneath the above certification statement.