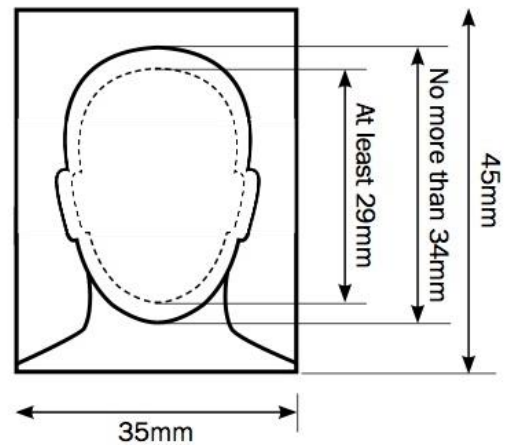


# PASSPORT PHOTO DIMENSIONS & GUIDELINES

## Paper and sizing

- Photos must measure 45mm by 35mm.
- Photos must be printed on high quality, medium / low gloss or matt photographic paper. heavy weight paper, ie cardboard, is not acceptable.
- Corrugated paper is not acceptable.



## Glasses

- We strongly recommend that customers who wear glasses remove them to ensure that an accurate biometric can be obtained. While this may mean that their passport photo does not show them as they usually appear, their photo will still be a good likeness.
- Customers with a visual impairment should also follow this guidance. If they wear dark, tinted or mirrored glasses, they must remove them.

## General

- Photos must be clear, sharp and in focus. They must be a true likeness of the subject.
- Only submit colour photographs; black and white photos are not acceptable. Photos must not be manipulated, for example, by removing spots or softening lines or shadows. Mirror images (that is where the picture is flipped from one side to another, left to right or right to left) cannot be used.
- Where very young children are being supported, you must ensure that no hands are visible. We recommend that infants who are unable to support themselves are laid on a light grey sheet and photographed from above.

## Face

- Eyes must be open and clearly visible, with no flash reflections and no 'red eye'.
- Facial expression must be neutral (neither frowning nor smiling), with the mouth closed.
- Photos must show both edges of the face clearly.
- Photos must show a full front view of face and shoulders, squared to the camera.
- The face and shoulder image must be centred in the photo; do not show the subject looking over one shoulder (portrait style), or with head tilted to one side or backwards or forwards.
- There must be no hair across the eyes.
- Hats or head coverings are not permitted except when worn for religious reasons and only if the full facial features are clearly visible.
- Photos with shadows on the face are unacceptable.
- Photos must reflect/represent natural skin tone.

## **Background**

- Photos with shadows on the background are unacceptable.
- Photos must be taken with uniform lighting and not show shadows or flash reflection on the face and head.
- Photos must show a plain, uniform, light grey or cream background. 5 – 10 per cent grey is recommended as a background.

## **Exceptions**

- Children aged over one and under six years: the requirements for mouths to be closed and eyes looking at the camera are waived
- Infants under the age of 12 months: we only require that the image shows a good likeness. The requirements on eyes open and mouth closed, for example, are waived.
- Applicants with either physical or mental disabilities may find it difficult to meet our requirements. We will accept as good as image as possible, accompanied by a statement that they cannot meet the requirement because of disability