Passport photographs

All passport applications must include 1 recent photograph. The photograph you send must meet the following standards and must be a likeness of you. The guidance in the following pages will help you send us an acceptable photograph.

The photograph must be:

- In color, not black and white
- Printed on photo quality paper
- 2 x 2 inches (51 X 51) mm in size
- Taken within the last 6 months to reflect current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With neutral facial expression and both eyes open

Head Position & Background for Passport Photo

INCORRECT	CORRECT	SUGGESTIONS
Head Too Big	Correct Head Size	
		Crop the image so that the head size matches the size requirements on the Photo Composition Template.
Head Too Small	Correct Head Size	
		Crop the image so that the head size matches the size requirements on the Photo Composition Template.

Not Centered	Correct Head Position	
		Re-crop the original image so that the head is centered in the frame or take a new photo with the head centered.

Not Facing Camera	Head Facing Camera	
		Look straight ahead at the camera. Profile photos will not be accepted.

Head Tilted	Correct Pose	
		Keep your head upright and face the camera. Do not tilt your head.

Glare on Glasses	No Glare on Glasses	
		Glare on glasses is not acceptable. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

Background Not Plain	Plain Background	
		You must use a white or off-white background in your photo. Use a plain wall or a photographer's backdrop cloth.

Brightness, Contrast & Color

INCORRECT	CORRECT	SUGGESTIONS
Photo Too Dark	**Correct Brightness**	
		Ensure there is proper lighting and exposure to avoid an overly dark photo.

Contrast Too High	Correct Contrast	
		High contrast can be caused by uneven lighting or by inappropriate camera settings. Use balanced lighting to minimize shadows on the face of under the chin.
Improper Color	Natural Color	
		Photos are affected by the type of light used. Avoid mixing incandescent and fluorescent lighting. The color balance selected on the camera should match the illumination.

Exposure & Lighting

INCORRECT	CORRECT	SUGGESTIONS
Over Exposed	Correctly Exposed	
		Over-exposure occurs when the film or camera sensor receives too much light, which results in a loss of resolution or fine detail in highlights and more graininess.

Avoid exposure problems by using the recommended light arrangement and diffuse the light sources. |

Under Exposed	Correctly Exposed	
		Under-exposure occurs when the film or camera sensor receives too little light, which results in loss of detail in shadows. Avoid exposure problems by using the recommended light arrangement and diffuse the light sources
Shadows on Background	**Background Illuminated**	
		Shadows on the background can be reduced or removed by positioning a back-light below the person and pointing up and by minimizing the distance between the person and background.
Shadows on Face	**Face Uniformly Illuminated**	
		To reduce shadows on the face,avoid overhead lighting and make sure the lights on either side of the person are of equal intensity.

Resolution & Printing Quality

INCORRECT	CORRECT	SUGGESTIONS
Low Quality: Discernible Pixels 	**High Quality:Non-Discernible Pixels** 	Image quality and resolution are directly related. The higher the resolution on your digital camera, the better the image quality. You should not be able to see individual pixels in the image, even if the image is enlarged on a monitor.
Low Quality: Visible Coarse Dot Pattern 	**High Quality: No Visible Dot Pattern** 	Digital printers have variable resolution settings, and the highest quality settings should be selected so your photo does not appear fuzzy or grainy.
Poorly Focused 	**Properly Focused** 	The person's face should be the point of focus in the photo. You may have to adjust the distance or zoom to properly focus the person in the photo