



DEPARTMENT OF FOREIGN AFFAIRS  
OFFICE OF CONSULAR AFFAIRS  
PASSPORT DIVISION

## GUIDELINES on NEW PHOTO REQUIREMENTS for MACHINE-READABLE PASSPORT

The PASSPORT DIVISION requires that the passport photos of the applicant should comply with the following guidelines consistent with International Standards.

### GENERAL RULE:

The photograph of the Passport Holder is important because it verifies the identity of the holder. It allows the Immigration Officer / Proper Authorities to identify the Passport Holder.

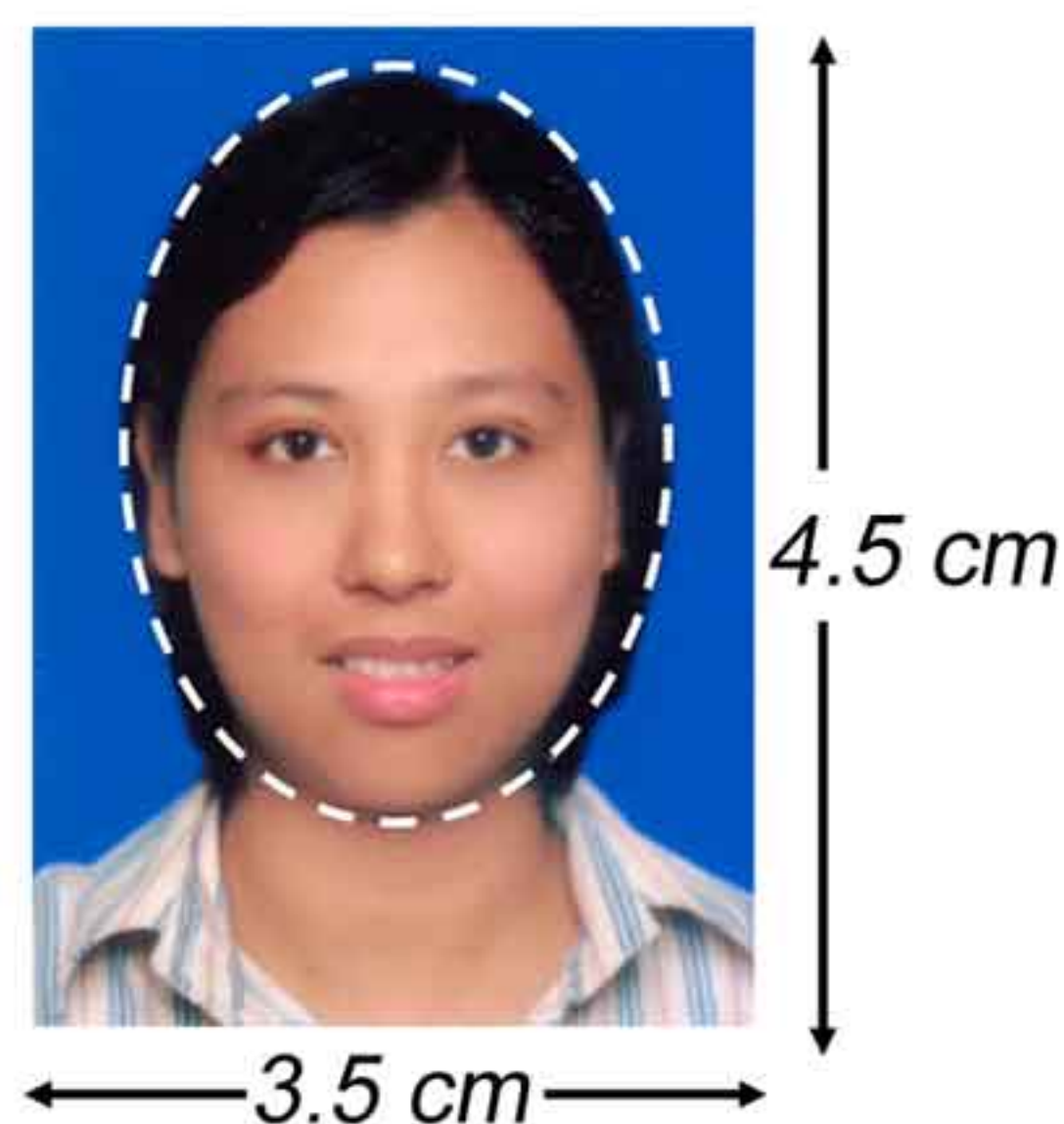
### BACKGROUND COLOR , POSE AND IMAGE SIZE

Background color should be preferably **ROYAL BLUE** or **dark blue**

**Full frontal facial image**

**Image of the applicant should occupy approximately 70% - 80% of the photograph**

70% - 80 % of image



### CROPPING:

There should be at least **8mm - 10mm** space at the top of the photo between the edge of the photo and the crown/head of the person to allow 'cropping' of the photo at the Passport Information Control Center.



### MATTE PAPER PREFERRED:

Photograph should be printed on good quality photo paper, preferably **MATTE**.

Photograph should be free from ink marks, dirt, grease, finger prints and paste stains.



## FORMAL / DECENT ATTIRE:

Photograph of Male applicant should show him wearing decent shirt, with collar. For Women, should be in decent attire, with or without collar. (No sleeveless/plunging neckline).



## CLEAN PHOTOGRAPH:

Photo should be free from ink marks, dirt, grease, fingerprints and paste stains. DO NOT USE ERASER/APPLY CHEMICAL ON THE PHOTO TO CLEAN IT.



## EYE GLASSES / Shades / Dark Glasses:

Use of eye glasses is acceptable, provided there is no glare from the glasses and applicants eye are visible. Use of sun glasses is not acceptable.



## HEAD SCARF / VEIL:

Use of head scarf for religious and medical reasons is allowed, (i.e. Muslim women, nuns, cancer patients with hair loss/Alopecia) however, the scarf should not cover the eyebrow/eyes. Remember, the photo should allow the Immigration Officer to recognize the passport holder.

It is all right if the ears of a Muslim applicant or an applicant who is a member of a Religious Order (nun) is not visible in the photograph.



RULE : Photo is acceptable.

## EARS SHOULD BE VISIBLE:

As much as possible, both ears of the applicant should be visible.



## SMILING:

When having their photos taken, applicants may smile. The 'Mona Lisa' smile is recommended. Photos showing applicant smiling with teeth and gums showing is acceptable, provided the applicant's features are not distorted and they can be identified at borders using the photos submitted.



## USE OF CONTACT LENSES / EARRINGS:

Use of contact lenses for medical reasons is all right, provided the contact lenses do not change the applicant's true eye color. Use of earrings for women is allowed, provided earrings are small. For men, the wearing of earrings is not allowed.



*The following photos should be REJECTED:*



*Photo with Red Eye Effect*



*Facial image is tilted*



*Image of face is too big*



*Image of face is too small*



*Unnatural skin tone*



*Wrong color of background*



*Pixilated*



*Edited photo*



*Uneven skin color*



*Busy background*



*Busy foreground*



*Background with shadow, uneven lighting*



*Facial image not centered*



*Hair across the eyebrow/eye area*



*Not enough space above the facial image of the applicant*



*Wrong color of background  
Earrings too big*



*Not looking directly  
at the camera*



*Eye and neck area too dark.  
(white of eyes not visible)*



*Ears not shown*



*Yellowish Skin tone*



*Blurred photo*



*Flash too strong*



*Damaged photo*



*Punctured photo*