

ATTENTION PASSPORT APPLICANTS:

Kindly pay special attention to the following guidelines when submitting your passport applications.

A) PHOTOGRAPHS

Photographs must be taken at a **PROFESSIONAL** photo studio. Instant photos are **NOT** acceptable (example those taken at Drug Stores).

Photos that do not meet these requirements help to cause delay in Passport processing.

When taking your photographs, please note the following guidelines:

1. The length of the face on the photo from chin to crown of head (natural top of head) must be between 31mm (1 1/4 in.) and 36mm (1 7/16 in.). The photos must measure 50mmx70mm in size (2 in. wide x 2 3/4in. high).
2. Do **NOT** smile.
3. Remove eyeglasses before taking photographs
4. Wear coloured shirt/blouse when taking the photographs. There should be a contrast between the background and your shirt/blouse.
5. No spaghetti straps, strapless, or sleeveless shirt/blouse must be worn. Shoulders are to be properly covered.
6. No shadows must be present behind the ears and neck.
7. Both ears and shoulders must be clearly visible.
8. Hair must be away from forehead.
9. No embossed seal must be affixed to photographs.
10. No hats/head dress are to be worn unless for religious reasons.
11. Do **NOT** use paperclips/Staples on photos.

B) SIGNATURE

On **page two (2)** of the Passport Application Form, there is a rectangular signature box at the top of the page. Please sign in the **MIDDLE** of the box, Signature **MUST NOT** touch any of the lines.

Applicants must also sign declaration in **Section E**.

Both signatures **MUST** be **IDENTICAL**.