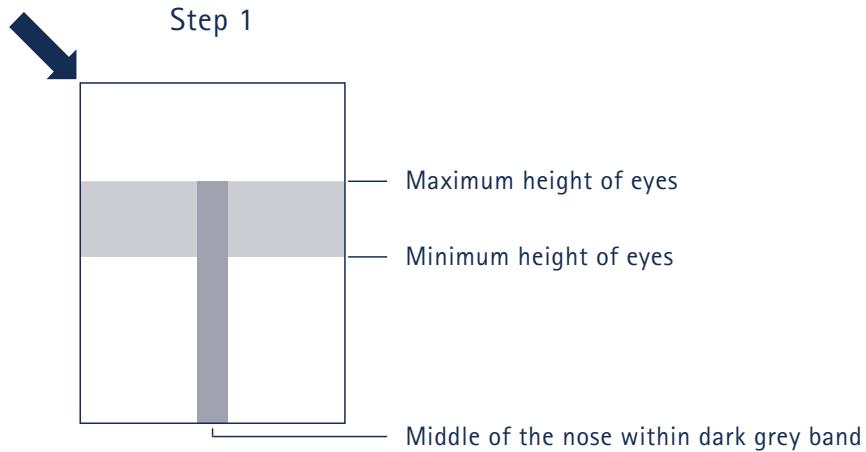
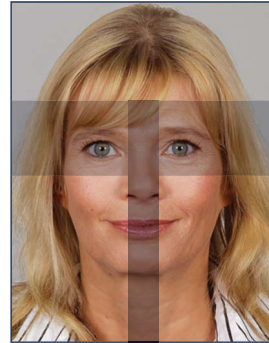


# PASSPORT PHOTO TEMPLATES FOR PERSONS AGED 10 AND OVER

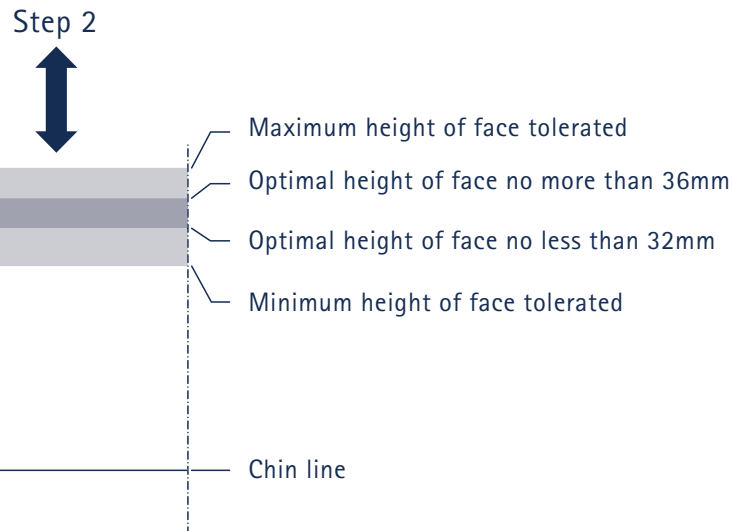


Step 1: example



## Step 1: CHECK EYE AREA

- Line up template with upper left edge of photo
- Does the photo measure 35 x 45mm?
- Do the eyes lie within the horizontal grey band?
- Are the eyes roughly level?
- Are the eyes open and clearly visible?
- Does the middle of the nose lie within the vertical dark-grey band?



Step 2: example



## Step 2: CHECK SIZE OF FACE

- Move template so that the chin line touches the bottom of the chin
- Does the top of the head lie within the darker grey band (ideal face height)?
- Does the top of the head lie within the lighter grey band (allowable face height)?

## POSITION OF HEAD AND FACIAL EXPRESSION

- Is the head straight (not tilted or turned)?
- Head and shoulders facing forward?
- Neutral facial expression?
- Mouth closed?

## FOCUS AND CONTRAST

- Is the photo in sharp focus with proper contrast?

## LIGHTING

- Are face and background uniformly illuminated (no shadows)?

## BACKGROUND

- Plain background?

## PHOTO QUALITY

- Black-and-white or colour photos are acceptable
- With colour photos: does the colour reproduce the natural skin tones?
- Is the photo clean, undamaged and free of creases?

## GLASSES

- Are the eyes clearly visible and not covered?