



sTIPS

How to Take a Good Photograph

Insert a photo that you have chosen for your passport.

ADD PHOTO

Digital photo format for passport or ID: (3.5 cm x 4.5 cm)

It is of particular importance that the photograph faithfully depicts the person being photographed. The photo must show an *en face*, exposed forehead, without headgear (hat, cap, scarf, etc.).

If you do not have a professional photo already prepared, read the tips for taking an appropriate photo with an amateur camera or camera on your mobile device for the most representative passport:

- ✓ good lighting is perhaps the most important thing to look good in a photo
- ✓ consider the background, it should not distract from the subject
- ✓ tell the person taking the photo to keep the camera at eye level
- ✓ tilt your head slightly forward (lower your chin), and look toward the person taking photo
- ✓ the background of the photograph should preferably be monochrome (e.g. the background is monochrome, no background image, the chandelier, the window, or the closet should be visible.)
- ✓ monochrome garments work well on portraits, primarily because they do not distract from the subject
- ✓ save the photo in .pdf or .jpg format