

# Online Passport Application

## PHOTOGRAPHERS GUIDELINES

Online Passport Application is a new service that will allow adult Irish passport holders to apply for their passport online. It is the fastest and most convenient way for adults to renew their passport.

Photographers taking Passport Photos must be aware of some differences between taking photos for the existing postal based system and the new Online Passport Application, which requires a file in digital format.

### ALWAYS BE CLEAR WHICH TYPE OF PHOTOGRAPH YOUR CUSTOMERS NEED:

- For existing adult passport holders who are going to use the new Online Passport Application, you should follow these guidelines for supplying them with their digital photo for Online Passport Application.
- Children, all first time applicants or adults wishing to use the existing postal channels will need a paper photograph taken to the existing standards.

### WHEN PROVIDING THE PHOTOGRAPH:

- Make sure to leave some **space around the head** so that Online Passport Application can automatically crop the image when it is uploaded.
- Don't go too close around the head or crop the image too tightly.
- Don't go too far back, lower torso is too much.
- A **Colour** photograph is required.
- The digital photo provided for upload cannot be less than 715 pixels wide and 951 pixels high.
- Provide the digital photo in **JPEG** file format for the customer to upload when making their online application.
- There must be no compression, loss or compression artefacts in the JPEG.
- Online Passport Application will not accept upload of a file larger than 9MB.



### POSE AND VISUAL ASPECTS

- Photos must be in sharp focus, correctly exposed with a clear contrast between facial features and background.
- Background must be plain and a light colour grey, white or cream.
- Shadows from the head must not appear in the background.
- Good colour balance and natural skin tones are essential. Red eye is not acceptable.
- Must not contain barrel or other distortion.
- The face must be in full view, forward facing and looking directly at the camera.
- Digital enhancements or changes are not acceptable.
- Subject must have a neutral expression, not smiling and with mouth closed.
- No hats, hood, scarf or hair accessories, unless worn for religious purposes.
- Transparent glasses may be worn so long as the frames don't cover any part of the eye or cause glare or shadows. Sunglasses must not be worn.