

Photo Specs:

- a. Photo should present full face, front view, eyes open, NOT blurry at all. Do not wear glasses!
- b. Background MUST be on a SOLID or PLAIN white background.
- c. No shadows on the face or on the background.
- d. No smiling and mouth must be closed.
- e. Must be taken recently, within 6 months.
- f. The photos must show a full front view of the face and top of the shoulders squared to the camera (the image of the face and shoulders must be centered in the photo). The head must not be tilted to the side.
- g. The applicant must show a neutral facial expression (no smiling, mouth closed) and look straight at the camera.
- h. The photos must be clear, sharp and in focus. (Free of blurred spots or shading) Glare and shadows are unacceptable. The lighting must be uniform to avoid glare or shadows across the face or shoulders, around the ears or in the background.
- i. **Do not staple your pictures.**
- j. Hair must NOT cover any part of the face.
- k. Must be printed on a glossy paper.

Passport Color Copy Specs:

- a. A clear and high-resolution color copy of bio data page and signature page on your US Passport (page 2 and 3 on your passport). The copy cannot be cut-off and please do NOT trim the copy down to a smaller size. **ONLY ONE** passport can be photocopied on one page (**ONE PAGE PER PERSON'S PASSPORT**). Please make sure you send a color copy in the highest quality possible. See attached samples below.

