

PASSPORT SEVA PHOTO/SIGNATURE UPLOAD INSTUCTIONS

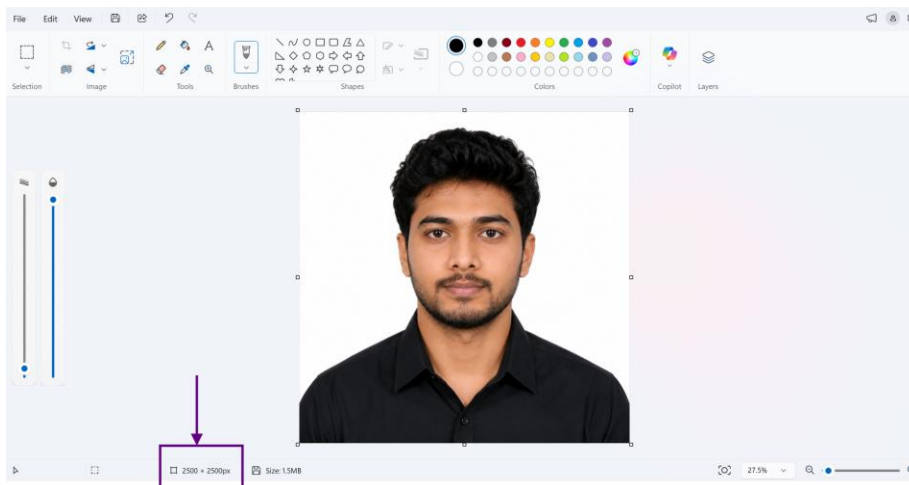
**** Physical photos Size – 35mm x 45mm**

1. Photo Capture Instructions:

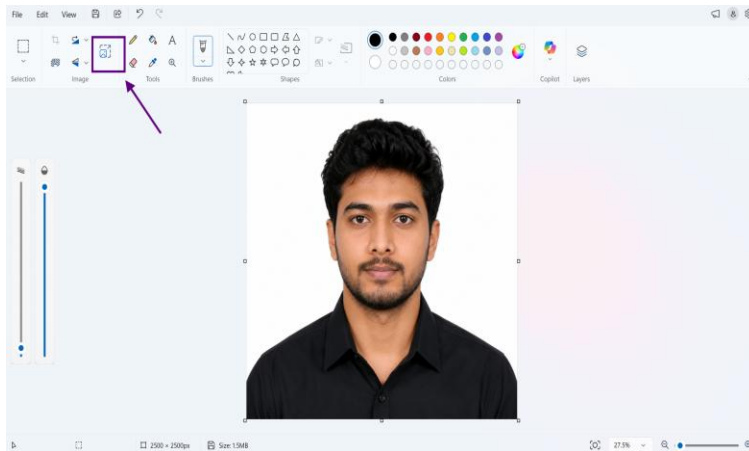
Please click a **new photo using your mobile device** (with the **flashlight turned off**) that meets the following specifications: (Do not scan the photograph)

- Taken from a distance of **at least 1.5 meters**.
- Wear **dark clothes**.
- Use a **light-colored background**
- Ensure **no shadows** on the face or background.
- **Eyes open** and clearly visible.
- Do **not use filters** or photo editing tools.
- Maintain a **natural expression** (no smiling or frowning).
- Ensure **even lighting** across the face.
- **No red-eye** effect.
- Image **resolution should be higher than 2500 x 2500 pixels**.
- **Forehead visible** – no hair, cap, hijab, or turban covering it.
- **Head straight**, not tilted.
- **Ears must be visible**.
- If wearing a turban, it must be **light in color** (white or light blue).

2. Open the picture Using MS Paint

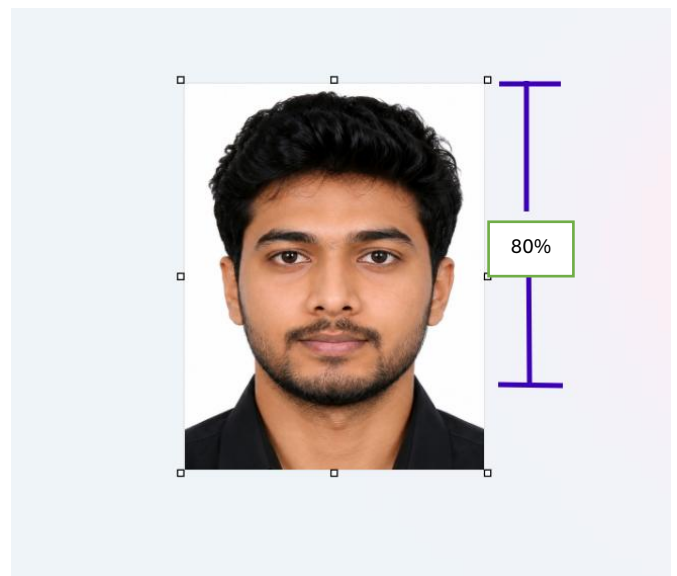
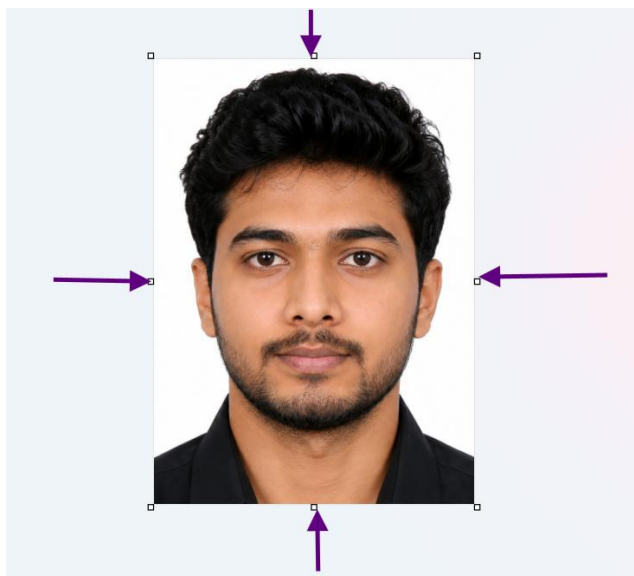


3. You can change the background color to white if the photo does not have white background.



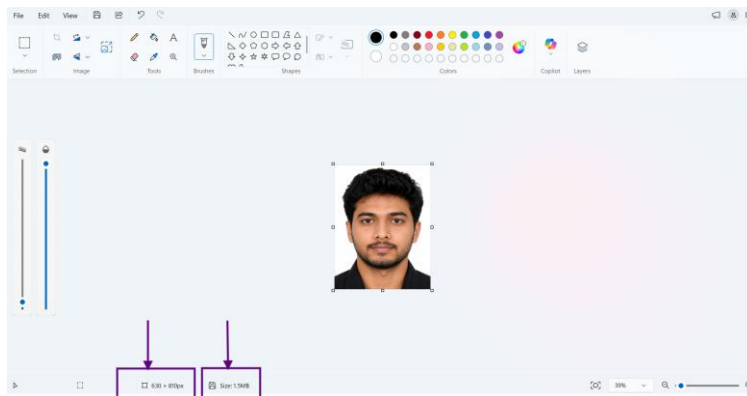
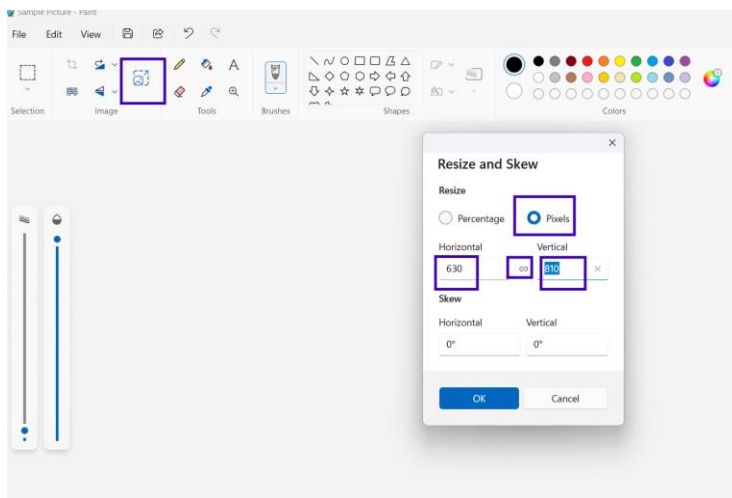
4. Cropping Instructions:

- **Crop the picture** by dragging inward from all four sides.
- The **space between the ears and the edge of the picture** should not be more than what is shown in the sample image below.
- The **free space above the head** should also not exceed the example shown below.
- Your **face should cover approximately 80% of the photo area**.

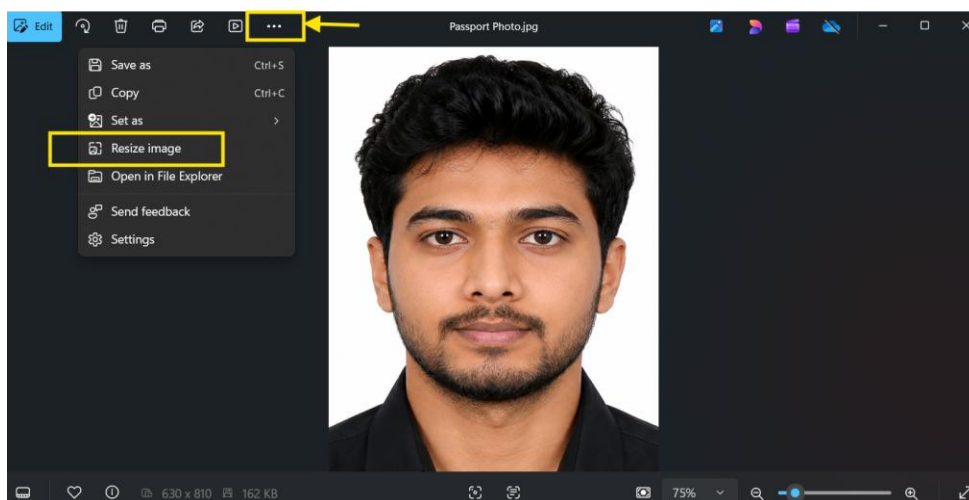


5. Now, resize the picture to 630 x 810 pixels using MS Paint.

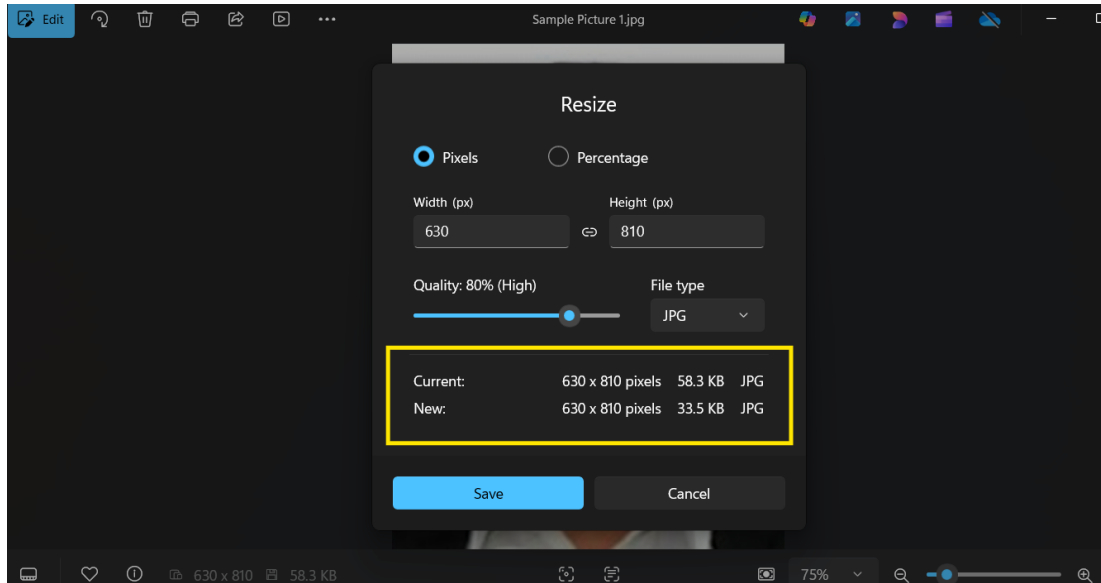
Make sure to turn off the “Maintain aspect ratio” option before changing the pixel dimensions.



- The image size must be exactly **630 x 810 pixels** and **less than 250 KB**.
- Save the image in **JPEG format**.
- If the file size is over **250 KB**, please open the image and **resize it to reduce the size** before uploading.



No action is required; simply open this file and click Save. The size will automatically reduce without affecting the quality. Once done, you can upload the picture to the portal.



Signature

Sign your name on a plain white sheet of paper using a **bold black or blue pen**.

Ensure the signature is **clear, large, and legible**.

Scan the signed page or capture a high-quality image.

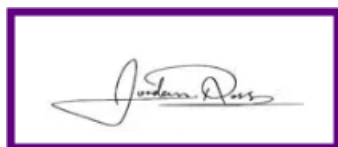
Crop only the signature area into a neat rectangular shape.

Do not include the full page—only the signature should be visible.

Ensure the background remains **clean white**.

The final file size must be **under 100 KB**.

Upload the cropped signature image.



Please note: You can upload both your signature and image up to 12 times only. After that, the system will block further uploads.