

## PHOTO SPECIFICATION

Applying For	Photograph Size
VISA APPLICATIONS	51 x 51 mm
PASSPORT SERVICES	35 X 35 mm
OCI (Overseas Citizenship of India)	51 X 51 mm
PIO	35 X 35 mm
PCC/Birth Certificate	35 X 35 mm

**Note:** The photo requirements are very strict.. Please follow the following instructions accordingly:

1. Center head within frame and present full head from top of hair to bottom of chin.
2. The face should cover about 60-70 percent of the photo area
3. The applicant's head, including both face and hair, should be shown from the crown of the head to the tip of the chin.
4. Please ensure both ears, neck, and shoulders are clearly visible.
5. The head must be centered within the frame.
6. Photo should present Full face, front view, eyes open.
7. Background should be plain white colored without borders with contract colored clothes (not white clothes).
8. Photos with dark, busy, or patterned backgrounds will not be accepted.
9. No shadows on the face or on the background.

### Do's and Don'ts for a Proper photograph

#### Lighting on face and background

1. The light should be even and balanced to avoid shadows on the face.
2. Background behind the face should be properly illuminated to avoid shadows in the background.



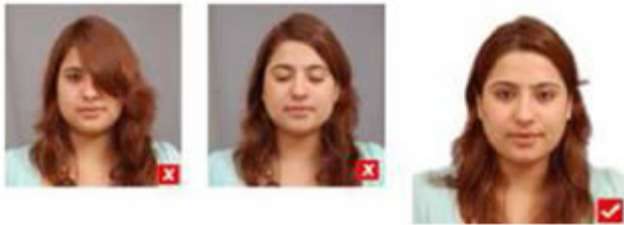
3. Print photo on thin photo paper.
4. Ensure the print is clear and has a continuous-tone quality.

5. Do not retouch or otherwise enhance or soften the photo.



### Head & Eyes- Position and Background

6. Head should face the camera directly and should not tilt or turned (portrait style).
7. Photo must show both edges of the face clearly.
8. The eyes must be open, level and clearly visible and must not be covered by hairs or eyeglass frames.



### Eyeglasses

1. Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head.
2. No tinted or dark glasses.



## Head coverings:

Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.



## Exposure and Lighting

1. There should not be any over-exposure or underexposure which results in an unusable photo.
2. There should be a three-point balanced lighting. Facial features should be clearly evident in the photo.
3. Lighting should be adjusted to avoid shadows on the face or background. Diffuse sources of light, such as umbrella lights, are preferable to point sources.



## Flexibility in Children's photographs

1. Babies under one year do not have to have their eyes open.
2. As regards the photograph of the children under ten years of age, requirements can be somewhat relaxed in respect of height of the face and the position of the eyes in the photographs; and in case of babies and infants also, the position of the face, the facial expression, the eyes and the line of sight can have some relaxation. However, a frontal photograph with clarity is required for children.
3. It should show the child alone (no chair backs, toys or other people visible) looking at the camera with a neutral expression and the mouth closed.

