

Department of Foreign Affairs

Office of Consular Affairs

Passport Division

GUIDELINES
on
NEW PHOTO REQUIREMENTS
for
MACHINE READABLE
PASSPORT

General Rule

- The photograph of the Passport Holder is important because it verifies the identity of the holder.
- It allows the Immigration Officer / Proper Authorities to identify the Passport Holder.

General Rule

- Therefore, as long as the Photo submitted by the applicant satisfies this purpose, the photo is acceptable, provided the following requirements are also met:

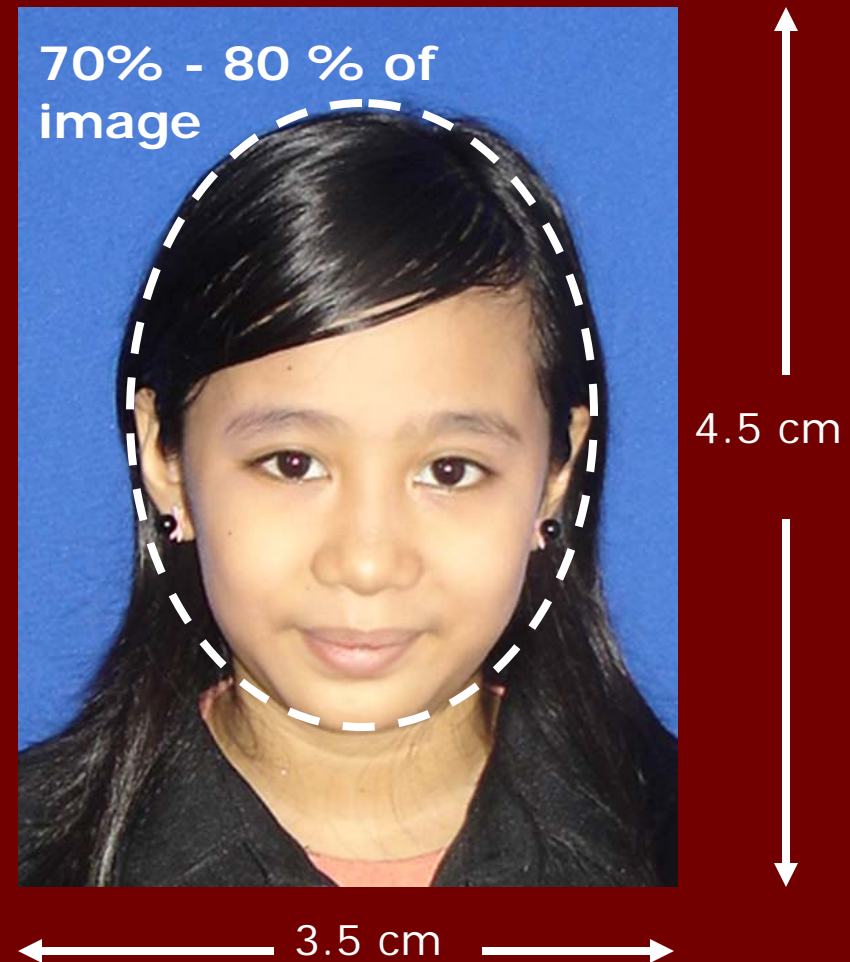
RECENT PHOTO

- Photograph should have been taken within the last six months.
- The SIZE of the photograph is 4.5 x 3.5 cm.



BACKGROUND COLOR , POSE AND IMAGE SIZE

- Background color should be ROYAL BLUE
- Full frontal facial image
- Image of the applicant should occupy approximately 70% - 80% of the photograph



CROPPING

- There should be at least 5mm - 10mm space at the top of the photo between the edge of the photo and the crown/head of the person to allow 'cropping' of the photo at the Passport Information Control Center (PICC).



MATTE PAPER PREFERRED

- Photograph should be printed on good quality photo paper, preferably MATTE.
- Photograph should be free from ink marks, dirt, grease, finger prints and paste stains.



FORMAL / DECENT ATTIRE

- Applicant's photograph should show him/her wearing decent shirt, with collar. For women, as long as applicant is shown with decent attire (No short sleeves/plunging neckline).
- The use of prescribed uniform by Police Officers, Military Officers and Merchant Marines is allowed



EYE GLASSES / Shades / Dark Glasses

- Use of eye glasses is acceptable, provided there is no glare from the glasses
- Use of dark glasses is not acceptable except for the medically blind, provided the person can still be recognized through his photo at borders.



RIGHT



WRONG

HEAD SCARF / VEIL

- Use of head scarf for religious and medical reasons is allowed (i.e. Muslim women / Nuns / cancer patients with hair loss/ Alopecia) however, the scarf should not cover the eyebrows/eyes.



HAIR SHOULD NOT COVER THE EYES

The following photographs will be rejected:



EARS SHOULD BE VISIBLE

- As much as possible, both ears of the applicant should be visible. There are cases when this is not possible as when only one ear is visible.



SMILING

- When having their photos taken, applicants may smile.
- The 'Mona Lisa' smile is recommended.
- Photos showing applicant smiling with teeth and gums showing is acceptable, provided the applicant's features are not distorted and they can be identified at borders using the photos submitted.



USE OF CONTACT LENSES / EARRINGS

- Use of contact lenses for medical reasons is all right, provided the contact lenses do not change the applicant's true eye color.
- Use of earrings for women are acceptable, provided earrings are small.
- For men, photos will be rejected,