





## Guide: How to take a photo of your ID-document with your mobile telephone

 **STEP 1:** Find a sunny or well-lit room to take your photo.

 **STEP 2:** Place your ID-document on a flat surface (such as a table)

**STEP 3** Use the Camera on your phone and send the image as an image-file (jpg) directly from your camera roll. DO NOT USE A PDF-scanner on your phone, it reduces the quality of the image.

 **STEP 4:** Take the photo of the ID-document without flash! Follow the instructions for passport below and ID-card on page 2.



### Passport

1. Make sure the passport lays completely flat like in the example below





2. Take a picture with all corners included, no flash, datapage and the first visa page






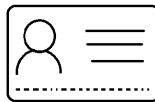
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### ID-cards

1. All corners of both front and back of a id-card has to be visible



2. Always remember the whole card and good photo-quality, no shaken photos!

