



## 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) and make sure it lays completely flat.



**STEP 3:** Take the photo. Be sure to include all corners and edges of the biodata page of your passport, or all corners and edges of both the front and the back of your ID-card. (No thumbs, fingers or other items in the photo please!)



DO NOT use the camera flash, or a strong spot light, which will create reflections and shadows on the surface.

DO NOT take a black and white photo, or use a camera filter of any kind.