

# Image Upload Instructions

## Guidelines for Scanning Photograph , Signature & Thumb impression

Photographs obtained through following modes are acceptable:

- Through digital camera/webcam.
- By scanning a physical photograph

## Guidelines for capturing photo through digital camera/webcam

1. Set the resolution of the digital camera/webcam to highest value.
2. Hold the camera vertically and click the photo having white background.
3. Photograph must be clicked in appropriate light conditions so that face should be clearly visible against white background.
4. Crop the captured photo having face and upper body part like a passport photo.
5. The size of image should be less than 80kb. If the size of the image is more than 80 kb resize the image to required size.

## Guidelines for Scanning Photograph

1. Photograph must be a passport size color photograph without border and clearly showing the face.
2. Photograph must be a recently clicked or should not be more than 6 months old. The dimension of photograph must be 3.5\*4.5 cm (width\*height).
3. Photograph must be clicked in color with white background only.
4. Draw a box of 3.5\*4.5 cm (width\*height) on A4 white paper sheet and paste the photo in the box.
5. Scan the box with photograph pasted in it, not the whole paper sheet. Save the image as .jpg/.jpeg/.image
6. The size of image should be less than 80kb. Size of the image can be checked by right click on the image and then go to "Properties" link.
7. If the size of the image is more than 80 kb, then adjust the settings of scanner such as set the dpi of the scanner to 200 dpi and quality of image at low. If image size is still more than 80 kb then resize the image to the given specifications.

**Check for the following before uploading the photograph File:**

- 1. Photograph should be color with white background.**
- 2. Size of the image should be less than 80kb**
- 3. Scanner dpi should be 200 dpi.**
- 4. Image should be in .jpg/.jpeg format.**

**Guidelines for Scanning Signature**

1. Draw a box of 6\*3 cm (width\*height) on a white paper sheet.
2. Take a thick tip black/blue ink pen (preferably fountain pen).
3. The applicant has to put his/her signature in full in the box drawn.
4. Following kind of signatures are NOT acceptable:
  - Signature containing Initials only
  - Signature in CAPITAL LETTERS
  - Signature with overwriting
2. Signature must be signed by the applicant, not by any other person. Signature should be done in the center of the box.
3. Scan the box with signature only, not the whole sheet. Save the signature as .jpg/.jpeg image.
4. The size of image should be less than 80kb. Size of the image can be checked by right click on the image and then go to "Properties" link.
5. If the size of the image is more than 80 kb, then adjust the settings of scanner such as set the dpi of the scanner to 200 dpi and quality of image at low. If image size is still more than 80 kb then resize the image to the given specifications.

**Check for the following before uploading the Signature File:**

- 1. Signature should be clear and without overwriting on a white paper sheet within a box of 6\*3 cms (width\*height).**
- 2. Size of the image should be less than 80kb**
- 3. Scanner dpi should be 200 dpi.**
- 4. Image should be in .jpg/.jpeg format.**

**Guidelines for scanning Thumb impression:**

1. Thumb impression must be a passport size color thumb impression without border and clearly showing the face.
2. Thumb impression must be a recently clicked or should not be more than 6 months old. The dimension of Thumb impression must be 3.5\*4.5 cm (width\*height).
8. Thumb impression must be clicked in color with white background only.
9. Draw a box of 3.5\*4.5 cm (width\*height) on A4 white paper sheet and paste the photo in the box.
10. Scan the box with Thumb impression pasted in it, not the whole paper sheet. Save the image as .jpg/.jpeg/.image

11. The size of image should be less than 80kb. Size of the image can be checked by right click on the image and then go to “Properties” link.

12. If the size of the image is more than 80 kb, then adjust the settings of scanner such as set the dpi of the scanner to 200 dpi and quality of image at low. If image size is still more than 80 kb then resize the image to the given specifications.

**Check for the following before uploading the thumb impression file:**

**1. Thumb impression should be colour with white background**

**2. Size of the image should be less than 80kb**

**3. Scanner dpi should be 200 dpi.**

**4. Image should be in .jpg/.jpeg format.**