

Practical guidelines for uploading photo and signature

I. Preparing Your Photograph

The ICAO standard requires a high-quality, unaltered image where your face is the primary focus.

Step 1: Capture and Background Removal

Capture: Have someone take a photo of you from 1.5 meters away. Look straight at the lens with natural expressions. Ensure your face occupies 80–85% of the frame (from the top of the hair to the chin).

Remove Background: Upload your photo to remove the original background and replace it with a solid white background. You can do this either using paint in MS Paint or use online tools such as <https://www.remove.bg/> Download the result.

Step 2: Re-size to ICAO Dimensions (630 x 810 pixels)

Open an image in MS Paint, click on image resizing icon and set the ratio to 630 x 810 pixels.

Or

Go to online tools such as zoho show, iloveimg.com/resize-image.

Download the resized image.

If the face looks too small, you may need to crop the original photo closer to your head before repeating the resizing step. Save as **JPG**.

II. Preparing Your Signature

Your signature must be clear, dark, and set against a clean white background.

Step 1: Scanning the Signature

Sign your name clearly on a plain white piece of paper using black or dark blue ink. Take a well-lit photo of the signature or scan it.

Step 2: Editing in Paint

Open the signature file in Paint.

Use the crop tool to draw a rectangular box around the signature. Click Crop. Ensure that the signature covers 80–85% of the rectangular box in the application. If the background looks grey, use remove background icon on the toolbar to remove background and also remove any stray marks or shadows around the ink. Save as JPG.

Part 3: Managing File Size

If your final files are too large for the embassy portal, follow these steps:

Go to any online tools (such as zoho pdf editor, adobe, iloveimg.com and compress the size. Generally, you should be able to upload upto 200 kb for photo and upto 100 kb for signature.
