

**Take the passport photo yourself, and I will complete the processing. Includes a no-obligation check of your photo for suitability, Digital ID Photo Code, four prints and free P&P! All this for just £4.99.**

If you are unable to visit my photography studio at Craig-y-Nos Country Park, you can use either a mobile phone, tablet or digital camera to take the photo of the person(s) needing the passport photo yourself, and then email it to me for final processing. I will then supply you with a Digital ID Photo Code to use when applying online for your United Kingdom of Great Britain and Northern Ireland (only) passport PLUS 4 individually cut-out 45x35mm regular passport photos, posted First Class (free P&P). Additionally, and with no obligation to buy, I will also check the photo(s) that you supply me with beforehand to see if it is good enough to use - you can then decide whether to place the order or not! Applying online will save you £9.50 (May 2019) compared to applying through the post with paper forms.

### **The process**

1. Using either a mobile phone, tablet or digital camera, take a photo of the person(s) requiring the passport photo, following the requirements shown below (note that there are additional considerations below regarding children). If the photo is to be of yourself, then you will probably need to ask a friend to take the photo for you.
2. Email me one or more photos ([info@bobgraingerphotography.com](mailto:info@bobgraingerphotography.com)), which can either be all of the same person or, if you wanted passport photos/Digital Codes for several people, of a number of people. In the email, please include your name, and ideally also a mobile number - 'just in case'.
3. I will check over the photo(s) that you've supplied me with, choosing the one(s) that, in my opinion, is good enough to be used (if none are suitable, then I will let you know and suggest that you take a new set of photos). Please note that, although I will try my best to determine whether a photo is good enough, I will not be held responsible for photos that are rejected by the UK Passport Office - so sorry, no refunds.
4. If I feel that the photo(s) is good enough, I will then email you a PayPal Money Request for £4.99 per person. This can be paid with either a PayPal account or simply with a credit or debit card (you don't actually need to have a PayPal account - a card will do).
5. If you decide to go ahead and place the order, then simply make the payment against the PayPal Money Request (if you decide not to go ahead, then please simply ignore the PayPal Money Request email - but I would appreciate you letting me know!).
6. Using specialist software, I will then prepare the photo(s) and upload it to a secure website, linking it to a unique Digital ID Photo Code(s).
7. I will then email you the code(s) which you can then use in your online passport application - when you do this, you will notice your photo appearing online, as if by magic! I will also post to you a standard set of four high-quality, individually cut-out 45x35mm regular passport photos (per person) by Royal Mail First Class (free P&P), in case you should ever need them.

**REQUIREMENTS for digital passport photos (also see the corresponding images, as well as the section "Additional notes for photos of babies and children", below)**

### **How to take your digital photo**

- Get a friend to take one. They can use a phone, tablet or digital camera

### **Use a plain, light-coloured background**

- no texture or patterns

- no objects behind you

### **Even lighting and no shadows**

- balanced light - no shadows on your face or behind you
- it's best to use natural sunlight, for example facing a window

### **Stand in the right position**

- stand 0.5 metres (1.5 feet) away from your background (this reduces shadow)
- the person taking the photo should stand about 1.5 metres (5 feet) from you
- include your head, shoulders and upper body in the photo - ***from about the stomach upwards, and not just your head and shoulders, leaving plenty of space around*** - don't crop your photo; it will be done for you (*see Image 1*)

### **Plain expression and face in full view**

- face front on to the camera
- don't smile or frown - eyes open and mouth closed
- your photo should be a good likeness and taken in the last month

### **No headwear**

- unless it's for religious or medical reasons

### **Eyes fully visible**

- hair away from your face and eyes
- take your glasses off (if you can)

### **If you need to keep glasses on**

- your eyes must be visible, without any glare or reflections on the glasses
- no sunglasses or tinted glasses

### ***Additional notes for photos of babies and children***

- you need to stand far enough away so that you include their head, shoulders and upper body in the photo - ***from about the stomach upwards, and not just their head and shoulders, leaving plenty of space around*** - don't crop the photo; it will be done for you (*see the adult example - Image 1*)
- children must be on their own in the photo (you can support your baby's head with your hand, but your hand must not be visible)
- babies must not be holding toys or dummies
- the image must be a good likeness and taken in the last month

### **Children under one year old**

- their eyes don't need to be open
- don't have to look directly at the camera
- their mouths don't need to be closed
- don't need to have a plain expression

- lay them on a plain, light-coloured sheet and take the photo from above

### Children over one and under six years old

- their eyes DO need to be open
- don't have to look directly at the camera
- their mouths don't need to be closed
- don't need to have a plain expression

### The quality of your digital photo

Your photo must be

- in focus and without any red eye
- in colour with no effects or filters
- at least 600 pixels wide and 750 pixels tall
- at least 50kb and no more than 10mb

#### Stand in the right position

- stand 0.5 metres (1.5 feet) away from your background (this reduces shadow)
- the person taking the photo should stand 1.5 metres (5 feet) from you
- include your head, shoulders and upper body in the photo
- don't crop your photo – it will be done for you



**Image 1:**  
Include this amount of the person's body, leaving plenty of space around

#### Use a plain light-coloured background

- no texture or patterns
- no objects behind you



✓ Approved      ✗ Textured background      ✗ Object in background

#### Even lighting and no shadows

- balanced light – no shadows on your face or behind you
- it's best to use natural sunlight, for example facing a window



✓ Approved      ✗ Shadow on face      ✗ Shadow behind head

#### Plain expression and face in full view

- face front on to the camera
- don't smile or frown – eyes open and mouth closed
- your photo should be a good likeness and taken in the last month



✓ Plain expression      ✗ Don't smile      ✗ Keep your mouth closed

**No headwear**

- unless it's for religious or medical reasons



✓ Religious headwear    ✗ No fashion headwear    ✗ No hair accessories

**Photos for babies and children**

**Use a plain light-coloured background**

- no texture or patterns
- children must be on their own in the photo
- babies must not be holding toys or dummies

**Children under 1:**

- you can support their head with your hand but your hand must not be visible



✓ Approved    ✗ No dummies    ✗ 1 person only in photo

**Eyes fully visible**

- hair away from your face and eyes
- take your glasses off (if you can)

**If you need to keep glasses on:**

- your eyes must be visible without any glare or reflections
- no sunglasses or tinted glasses



✓ Eyes fully visible    ✗ Don't cover eyes with glasses    ✗ No glare on glasses



Example of a sheet of four (but individually cut-out) 45x35mm photos you will receive in the post, in addition to the Digital ID Code to use in your online Application.

**Are you here for Passport ID Photos?**



There is now a **NEW** system  
**Digital ID Photo Codes**



**Professional Digital Photo**

**Fast & Secure Transfer to your Online Passport Application**

- Save with reduced online passport application fees
- No more handling of photos or digital files required
- Includes HMPO Passport Photo Acceptance Check

The new digital way for your UK Passport ID photo

