

Photo size: 3,5 x 4,5 cm

Recommendations and instructions – May 2011

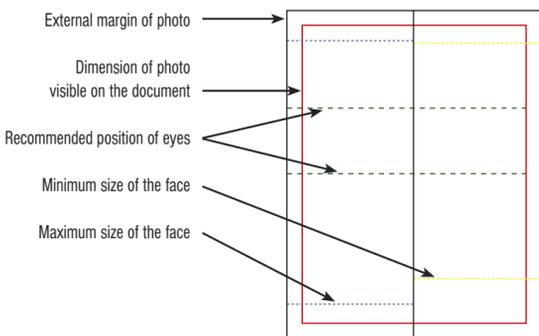
International standards, technical specifications and recommendations impose stricter rules on biometric documents for capturing the applicant's photo which will be engraved by laser on his/her document and at the same time safely stored on a contactless chip as a biometrical record.

The applicant's biometric photo is used to establish the identity of the holder and also for a reliable computerised identification of the face as he/she crosses the border. The biometric photo (indicated in the professional literature also as Full Frontal) contains the entire face of the holder, a part of the shoulders and in the majority of cases the hair.

In the application for issuing the document a person can enclose the classical photo (3,5 x 4,5 cm) or submits the certificate with the unique reference number of the E - Photographer if the prescribed requirements are met.

E-Photographer

With the so called E-Photographer system it is possible to send photos in an electronic form from the photographers (who are authorised by the Ministry of the Interior to use E-Photographer) to the central photography storage. For this purpose a special Internet service and mechanisms have been developed that allow a safe transfer of photos. The central storage system checks the adequacy of photos through a special verification module in line with applicable standards. After checking, the photo is given the unique reference number on the certificate issued to the client by the photographer and the client will submit it to the competent authority on filing the application for issuing the document.



Geometric properties of biometric photographs

The photo of the person must be straightened in such a way that the apparent vertical line runs straight from the centre between the eyes over the middle of the nose to the middle of the mouth. The eyes must be in the apparent horizontal area.

Photo editor

The photo must show the real image of the person and cannot be retouched. It has to be made on a high-quality thin white paper, size 35 x 45 mm, in black and white or in colours. It cannot be made by a self-service photo kiosk and should be of an adequate quality for biometrical processing. The person must be photographed from the front with uncovered forehead and face, without a hat, cap or scarf. Members of religious communities or other persons may wear a cap, a hat or other head-coverings according to their customs as a part of their clothing provided their forehead and face remain uncovered, but the photo must meet the below requirements:



width of the head is too small in aperture mode



wrong relation between the height and width of the picture



the face is horizontally not in the middle



shadows on the face (exposure is not balanced)



shadows on the face (exposure is not balanced)



grey profile of photo



Format

The photo must clearly show the features of the face from the tip of the chin to where the hair begins (crown of the head) and the right as well as the left half of the face. The size of the face from the chin to the crown of the head must include from 70 % to maximum 80 % of the photo which corresponds to the height of 32 - 36 mm. In case of hair with bigger volume attention should be paid that the face is entirely on the photo yet it is not necessary that the hairstyle is visible as a whole. The size of the face must not be inferior to 32 mm. The face must be placed in the middle of the photo.

Exposure

The face must be evenly exposed; reflexes or shadows must be prevented.

Sharpness and contrast

The face must be perfectly clear with contrasts and sharpness. The person on the photo must not have red eyes.



red eyes



bad picture exposure



picture has no sharpness



wrong colour of background



no contrast between hair and background



background is not even



Background

The background must be in one colour and bright (ideally neutral grey) and must be in contrast to the face, hair and clothes. If the hair is light it is recommended to use a medium grey background and if the hair is dark a bright grey one. The background must be without patterns or shadows.

Ideal background



Quality of photos

The photo can be black and white or in colours on a high-quality paper with the resolution of at least 600 DPI, neutral colours, clear colour tones and the skin colour must be natural. The photo should not be damaged (rolled up) and contain spots. It is recommended that the photo is cut out with rectangular (not round) edges.



the colour of the skin is not natural



wrong texture



damaged



mouth is open



poor vertical face position



face is not taken straight and from the front



Position of the head and face expression

The head must be straight, not leaned, turned or bowed. The nose must be in the middle. The person must be photographed from the front. Face expression should be neutral, lips closed, looking straight at the camera.



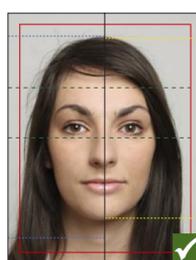
eyes are not straight



eyes are closed



eyes are not uncovered



Eyes and direction of look

The person must look straight into the camera, eyes must be open and clearly visible and not covered by hair. The eyes must be positioned in the height of at least between 50 % and maximum 70 % of the height of the photograph from the lower edge. The only exception are children under 10 years of age where the lowest limit allowed is 40%.



rims of glasses are covering the eyes



dark glasses



reflex of flash on the glasses



Person wearing glasses

The eyes must be clearly visible, visible reflexes on the glasses are not allowed. The edges of the glasses or rims must not cover the eyes as well as dark glasses are not allowed except for well-founded medical reasons (visible injuries to the eye). Glasses with large rims are not recommended. A person who otherwise wears glasses can be photographed also without glasses.



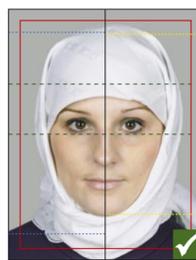
face is covered



face is not enough uncovered



head covering is not allowed



Persons wearing head covering

The person must be photographed without a hat, cap or scarf, except in cases prescribed by applicable rules. An exception is allowed for religious reasons. In such cases the face should be clearly visible and identifiable from the tip of the chin to the forehead from left to right side of the face.



head covering is not allowed



person is looking away from the camera



smile



Children

On the child's photo there should be no other persons in the background. Children must have their mouths closed and no toys are allowed too close to their faces.

As regards children under 10 years of age the following derogations are allowed: height of the face must cover 50 - 80% of the photo. This corresponds to the height of 22 - 36 mm from the tip of the chin to the upper crown of the head. This includes the crown without hairstyle. The upper head of the crown cannot always be exactly defined on the photo therefore the photo is not suitable of the height of the face is lower by 17 mm or bigger by 40 mm.



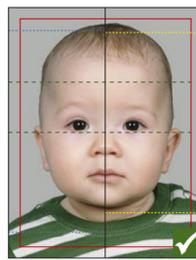
two persons are visible



an object is covering the face



the hand supports the head



Babies and small children

Children under the age of three years are subject to additional derogations as regards the position of their heads (not photographs taken from the front), face expression, direction of their look and central position of the face on the photo. The eyes of a baby must be open.