



Do not enclose this appendix with the form!

Appendix

Fingerprints, passport photo and signature

In order to be able to make a residence document, the Immigration and Naturalisation Service (IND) need the fingerprints, passport photo and signature of the foreign national. How can the foreign national submit these?

This can be done while still abroad, by means of the Entry and Residence procedure

- The sponsor (in the Netherlands) will have submitted the application for Regular Provisional Residence Permit for the foreign national (who is still abroad).
 - If a positive decision is given, then the foreign national can collect the Regular Provisional Residence Permit from the Dutch Embassy or Consulate in his/her country of origin or long-term residence. When collecting the Regular Provisional Residence Permit, the foreign national must take a new (and not previously used) passport photo with him/her. This passport photo must comply with the requirements which also apply for Dutch passports. The Embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
 - The employee at the Dutch Embassy or the Consulate will take fingerprints and the foreign national will also be required to sign the document.
- The foreign national has submitted the Regular Provisional Residence Permit to the Dutch Embassy or the Consulate in the country of origin or long-term residence.
 - When submitting the application, the foreign national must take a new (and not previously used) passport photo with him/her. The employee at the Dutch Embassy or the Consulate will also take the fingerprints and the foreign national will be required to sign the document.

When abroad, application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) counter immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to sign the document. No appointment needs to be made for this. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl

Applying for a residence permit in the Netherlands

During applications made in the Netherlands (first application, application to change the purpose of residence, application to extend the period of validity, application for a permanent residence permit, replacement or renewal) fingerprints and passport photos will be taken at the Immigration and Naturalisation Service (IND) counter. The foreign national will also be required to sign the document. The following rules apply hereby:

- The foreign national submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. No appointment is necessary for this purpose. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl.
- The foreign national must submit the application immediately at the counter. A passport photo and the fingerprints will be taken at the counter. The foreign national will also be required to sign the document. Submitting an application to an Immigration and Naturalisation Service (IND) counter is by appointment only. Information about making appointments can be found on the website www.ind.nl.



Criteria for accepting passport photos in Dutch travel documents

The photo is intended to identify the applicant. Applicants for travel documents are therefore required to submit a colour passport photo that shows a true likeness of themselves. A photo will be accepted only if it meets all the criteria specified below, unless one of the exceptions in the Passport Regulations applies.

1 SIZE

The passport photo must be 35 by 45 mm (width x height).

Width: from ear to ear, between 16 mm and 20 mm.

Height: from age 11: from chin to crown, between 26 and 30 mm.
up to age 11: from chin to crown, between 19 and 30 mm.

You can check the size using the accompanying transparency.

2 PHOTO QUALITY



CORRECT



A. Black & white



B. Optical distortion



C. Unnatural representation



D. Insufficient contrast (pale)



E. Out of focus

ACCEPTANCE CRITERIA

- ✓ In colour
- ✓ A true likeness
- ✓ Natural representation
- ✓ In focus, sufficient contrast, discernible fine facial features
- ✓ Undamaged
- ✓ Not a reproduction (copy)
- ✓ Not manipulated
- ✓ Printed on high-quality, smooth photo paper
- ✓ Minimum 400 dpi resolution

NOTES

The photo is in focus and is a true likeness and natural representation of the applicant. The photo shows sufficient contrast and fine features of the face, and the facial colouring is natural.

By high-quality, smooth photo paper, we mean paper intended for printing photos. The paper contains no raised surfaces or any other tangible or visible irregularities that might distort the appearance of the applicant.

The photographer needs to know that the photo must be 400 dpi and judge whether the photo looks as if its minimum resolution is 400 dpi.

The photo appears in black and white on the travel document, but is stored in colour on the microchip.

3 BACKGROUND



CORRECT



A. Not uniformly lit (shadow)



B. More than one colour



C. Merging colours



D. Insufficient contrast



E. Insufficient contrast

ACCEPTANCE CRITERIA

- ✓ Light grey, pale blue, or white
- ✓ Uniformly lit
- ✓ One colour only
- ✓ No merging of colours
- ✓ Sufficient contrast between head and background

NOTES

The background colour must be light grey, pale blue, or white. The background must be even, in a single colour, and without shadow or merging colours.

There must be sufficient contrast between the head and the background.

Insufficient contrast reduces the clarity of the photograph in the travel document.

4 FACIAL APPEARANCE



CORRECT



A. Head covered



B. Face not entirely visible



C. Face not entirely visible



D. Face not entirely visible



E. Eyes not visible

ACCEPTANCE CRITERIA

- ✓ Head uncovered
- ✓ Face entirely visible
- ✓ Eyes entirely visible

NOTES

The eyes and the whole face must be entirely visible. Hair that falls over the eyes (or parts of the eyes such as the eyelids) or otherwise hides part of the face can be an obstacle to human or electronic facial recognition.

The width of the face (from ear to ear) cannot be determined if the sides of the face are covered. This does not mean that the ears themselves must be visible.

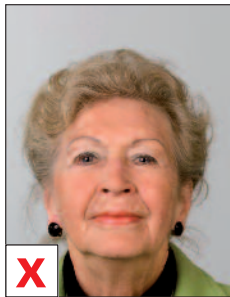
No shadows, especially around the eyes and no reflections from accessories such as ribbons and earrings should be visible on the face.

Head covering is permitted only for religious, philosophical, or medical reasons (see Exceptions).

5 POSITION



CORRECT



A. Head tilted



B. Head tilted



C. Head tilted to one side



D. Face and shoulders to one side



E. Visible support

ACCEPTANCE CRITERIA

- ✓ Head facing forward
- ✓ Eyes on a horizontal line
- ✓ Head not tilted to one side
- ✓ Shoulders straight
- ✓ No visible support

NOTES

The head and the shoulders must appear straight from the front. If the head is tilted backward, forward, or to one side, or the face is pointed to the side, human or electronic facial recognition may be obstructed.

Support may not be visible on the photograph, so the supporter's hands should be hidden beneath the subject's clothes.

6 FACIAL EXPRESSION



CORRECT



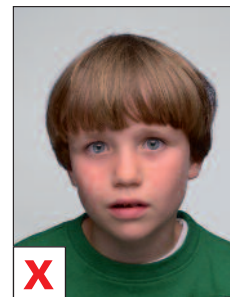
A. Not a neutral expression



B. Not looking straight at the camera



C. Not looking straight at the camera



D. Mouth open



E. Mouth open

ACCEPTANCE CRITERIA

- ✓ Neutral facial expression
- ✓ Looking straight at the camera
- ✓ Mouth closed

NOTES

If the applicant's face is to be recognised successfully by human or electronic means, the applicant must be photographed looking straight at the camera with a neutral expression and a closed mouth.

Applicants may not smile broadly or open their mouths – which does not mean that they have to look surly or sullen.

7 EYEGLASSES



CORRECT



A. Eyes not entirely visible



B. Tinted lens



C. Tinted lens



D. Reflection



E. Shadow

ACCEPTANCE CRITERIA

- ✓ Eyes entirely visible
- ✓ Fully transparent lenses
- ✓ No distortion caused by reflection from the eyeglasses
- ✓ No shadow

NOTES

The eyes must be entirely visible on the photo. This means that eyes may not be hidden in any way by eyeglasses and /or lenses.

Reflection in the lenses or on the frame must be prevented as far as possible. If it is not possible to prevent reflection, the applicant must take off the glasses.

8 EXPOSURE



CORRECT



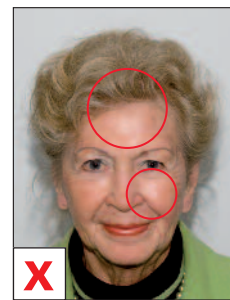
A. Underexposed



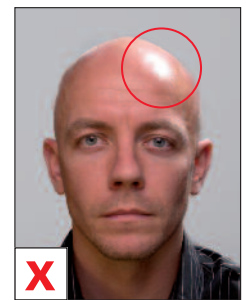
B. Overexposed



C. Shadow in face



D. Reflection



E. Reflection (white spots)

ACCEPTANCE CRITERIA

- ✓ Uniformly lit
- ✓ Not overexposed or underexposed
- ✓ No shadow on the face or the background
- ✓ No reflection on the face
- ✓ No reflection caused by accessories

NOTES

The face and the background must be uniformly lit. Underexposure or overexposure, shadow, and reflection must always be prevented.

The face may not contain white spots, as sometimes caused by a flash. Reflection can be caused by glowing skin, sweat, eyeglasses, jewellery, etc.

9 FRAMING



CORRECT



A. Not centred



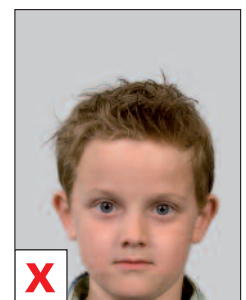
B. Not centred



C. Head too high



D. Head too high



E. Head too low

ACCEPTANCE CRITERIA

- ✓ Head fully visible
- ✓ Head centred

NOTES

The applicant must appear in the middle of the photograph. The head must be fully visible.

Only if an applicant has a high hairstyle may some of the hair not be shown.

EXCEPTIONS

The Passport Regulations permit the following exceptions:

RELIGIOUS OR PHILOSOPHICAL REASONS

If the applicant can demonstrate religious or philosophical reasons for covering the head, all the acceptance criteria described in the Guidelines are applicable, except:
- category 4 APPEARANCE OF FACE 'head uncovered'.



CORRECT



A. Face not entirely visible



CORRECT



A. Face not entirely visible

PHYSICAL OR MEDICAL REASONS

Applicants who are unable to comply with all the acceptance criteria for physical or medical reasons qualify for exemption. The applicant may be required to submit a declaration signed by a competent doctor or medical organisation.

APPLICANTS YOUNGER THAN AGE SIX

If the applicant is a child younger than six years, minimum requirements apply to the passport photo. The minimum requirements are all the acceptance criteria in the Photo Matrix Guidelines except:
- category 5 POSTURE 'eyes on a horizontal line', 'head not tilted to one side', and 'shoulders straight';
- category 6 EXPRESSION 'neutral expression', 'looking straight at the camera', and 'mouth closed'.



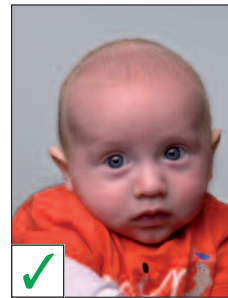
CORRECT



CORRECT



CORRECT



CORRECT

For more information about passport photos and travel documents, go to www.paspoortinformatie.nl