



Photographic Image Requirements for New Zealand Travel Documents and Citizenship Applications

PHOTOGRAPHIC IMAGE REQUIREMENTS FOR NEW ZEALAND TRAVEL DOCUMENTS AND CITIZENSHIP APPLICATIONS



Camera Subject & Position

Capturing successful photo images begins with careful setup methods. The following is the recommended setup for these photographic requirements.

Check that you have an adequate lighting arrangement, as lighting that is too direct or positioned incorrectly can cause shadows on face or background or shine on face:

- position light source(s) to avoid shine and shadows mentioned above. Options include light sources on both sides of subject or above front
- where possible avoid use of strong flash as this can cause background shadow, shine on face or red-eye. 'Bouncing' the flash as opposed to a 'direct' flash may help.

Check the camera/subject position:

- place camera approximately 1 metre from the subject
- have camera at subject's eye level
- position subject facing the camera and not too close to background
- photographing 'above' young babies (i.e. baby lying on floor) is an option however ensure a suitable coloured background is still used.

Capture Guidelines

Lens and Setting Requirements - Digital Cameras

For capture of photographs directly via a digital camera, please follow the lens and setting requirements below:

1. Recommended minimum resolution of at least 3 Mega Pixels on 'highest quality' setting.
2. Digital zoom functions must be turned off and not used (as interpolated zoom images can become distorted).
3. No resizing, manipulating or morphing of captured images via intermediate software processes in any form i.e. red eye removal, air brushing etc.

Lens and Setting Requirements - Digital, 35mm and Instant Photo Cameras

1. Distance between lens and subject should be approximately 1 metre to achieve proper head size without any distortion.
2. A head size template placed on the viewing screen can be used to provide a guide to obtaining a correct head size.

Printed Output Requirements – Digital Cameras

For capture of photographs using a digital camera:

1. Minimum of true 300dpi (dots per inch) print resolution or better for digital prints.

Printed Output Requirements – Digital, 35mm and Instant Photo Cameras

For capture of photographs using a digital, 35mm or instant photo camera, please follow the minimum printed output requirement below:

1. Use of full-colour continuous tone printers only (no ink-jet printers).
2. Scanned photos are not acceptable.
3. Acceptable Photographic Paper
 - high quality photographic paper of high resolution i.e. Traditional Silver Halide photographic paper
 - instant colour film
 - low gloss coated thermal papers can be used providing the printers are high resolution printing systems that match or produce image quality to the camera standards or better.
4. Unacceptable Photographic Paper
 - extremely high gloss papers should not be used
 - inkjet papers should not be used
 - heavily backed thermal papers that crack easily in transport should not be used.

DO NOT USE DIGITAL VIDEO OR WEB CAMERAS

THE DEPARTMENT WILL BE ENFORCING THE ABOVE REQUIREMENTS AND ANY PHOTOS NOT MEETING AN ACCEPTABLE STANDARD WILL BE REJECTED

If you need further advice, or feel that you cannot meet one or more of our requirements, please contact:
New Zealand Passport Office on 0800 22 50 50 or from overseas on +64 4 4748100.

Alternatively you may contact the New Zealand Citizenship Office on 0800 22 51 51 or from overseas on +64 4 4748123.

Please note that photographs become part of the official records of the department and will not be returned.

Clarity, Focus, Brightness, Contrast & Colour

The photograph must:

- be of high quality colour (black and white photos are not acceptable)
- be clear, sharp and in focus with minimum reflective light on the face
- have a strong definition between the face and background
- be of appropriate brightness and contrast and show the skin tones and colour naturally
- have the entire face in focus.

Please Note:

Digitally printed photos should be produced without discernible pixels or dot patterns.

Unacceptable Photos



Poorly focused



Photo too dark



Contrast too high



Improper colour



Poor pixilation



Visible dot pattern

Acceptable Photo



Background, Exposure & Lighting

Photographs you provide must:

- have a colour neutral background i.e. plain light-coloured (not white or dark)
- show no background objects, chair backs, toys or other people
- not be over or under exposed
- be taken with uniform lighting and not show light or flash reflections on the face, or shadows on the face or background. No Red-eye.

Unacceptable Photos



Shadows on background



Shadows on face



Red-eye



Incorrect background colour



Background objects



Under exposed



Over exposed/flash reflection

Acceptable Photos



Glasses, Head Covers, Hats, Head Bands, Scarves & Hair

Unacceptable Photos

Acceptable Photos

If the person wears glasses:

- the position of the frames and where applicable, tinted lenses, must not obscure the definition or colour of the eyes
- there must be no flash reflection or room light reflecting off the glasses and the full eyes must be shown clearly
- sunglasses may not be worn or appear on top of the person's head.

Please Note:

- thick / heavy rimmed frames must be removed.

The photograph must:

- be without head covering, hat, head band, bandanna or scarf except for religious or medical reasons
- clearly show in all cases, the person's full facial features from bottom of chin to top of forehead and both edges of the face with no hair across the eyes or covering edge of face.



Frames too thick/heavy



Frames obscuring eyes



Tinted lenses obscuring eyes



Flash/light reflection on glasses lens



Head band or bandanna partially covering forehead



Scarf covering chin/edges of face



Face covered with religious head covering with eyes only showing



Face partially covered with religious head covering causing shadows on face



Wearing sunglasses either on face or on head



Wearing hat



Hair across the eyes



Hair covering edge of face



Head Size & Position, Facial Expression & Eyes

The photograph must:

- be a full front close-up view of the head and shoulders with the head covering 70% to 80% of the photo
- capture the person from slightly above top of head and include shoulders
- show the head centred / square on looking directly at the camera, not looking over one shoulder (portrait style) or tilted, and showing both edges of the face clearly
- show a neutral expression (not grinning, laughing or frowning) with the mouth closed
- show the eyes open and clearly visible.

Unacceptable Photos



Head too small



Head too big



Portrait style



Head not facing camera



Image not centred



Eyes looking away from camera



Head tilted



Expression not neutral



Eyes partially closed

Acceptable Photo



Babies

Check that the photograph shows:

- the baby or child with eyes open looking straight at the camera with mouth closed and not crying
- both edges of the face clearly visible in the photo
- no toys, blankets, dummies, chair-backs or other people visible.



Baby's eyes closed



Baby looking away from camera



Baby's mouth open



Baby's chin partly covered with blanket



Another person in background



Baby's mouth partly or fully covered by her or his hands



Baby crying



Another person's hand in photo



Baby with dummy in mouth

Acceptable Photo





TO CONTACT US

New Zealand Passport and Citizenship applications are processed by Identity Services of the Department of Internal Affairs.

PASSPORTS

To request an application form, contact The Passport Office:

CALL FREE	0800 22 50 50
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from OVERSEAS	+64 4 474 8100
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EMAIL	passports@dia.govt.nz
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Forms can be downloaded from the Passports web site
www.passports.govt.nz

CITIZENSHIP

To request an application form, contact The Citizenship Office:

CALL FREE	0800 22 51 51
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from OVERSEAS	+64 4 474 8123
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for Citizenship by Grant

EMAIL	citizenship@dia.govt.nz or cit_grant@dia.govt.nz
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Citizenship by Descent

EMAIL	staykiwi@dia.govt.nz
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Forms can be downloaded from the Citizenship web site
www.citizenship.govt.nz