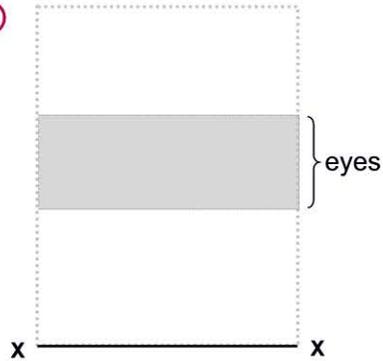


## For All Passport Applicants 6 years old and above

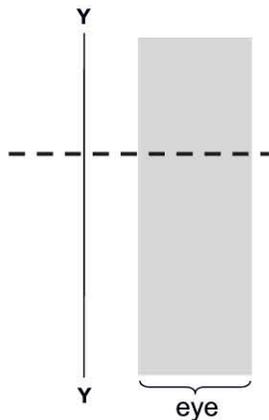
**IPS**  
Identity and Passport Service  
Eye distance template  
Trade version 1.0 (Dec 08)

### Step 1



1. Place the box over the photo, making sure that bottom line (X) of the box is lined up exactly with the bottom edge of the photo.
2. Check the eyes fall within the shaded area.
3. Check that the eyes are horizontal, or very close to horizontal.

### Step 2



1. Exactly line up the centre of the eye on the left of the photo (you may use the pupil to assist you) with line Y.
2. Check that the centre of the eye on the right of the photo falls within the shaded area.

N.B: The dotted horizontal line may assist with lining the eyes up.

### Step 3

1. Check that the subject is facing straight forward and the face is not tilted up/down or facing to the left or right.
2. Check that there is nothing covering the subject's eyes (such as hair or the frame of a pair of glasses or glare across lenses of glasses).
3. Check that there are no significant shadows over the face or behind the subject.
4. Check that the photo is not significantly under or over exposed (too bright or too dark).

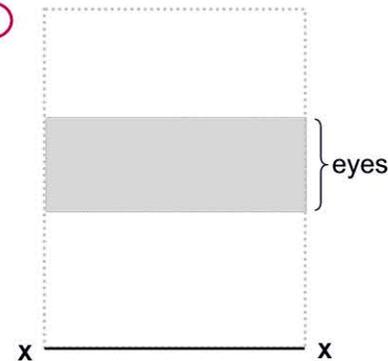
This template should be treated as a guide, and IPS cannot guarantee that photos passing this template will be accepted on receipt. Make sure that you are aware of current IPS photo requirements by regularly visiting the relevant pages on the IPS website ([www.ips.gov.uk](http://www.ips.gov.uk)).

Please ensure when you print this template that it is printed in landscape on A4 acetate/paper with "No scaling". To ensure it is the correct size please measure the dotted photo in Step 1. It should be 35mm wide by 45mm high. (This PDF is locked to prevent accidental amendments.)

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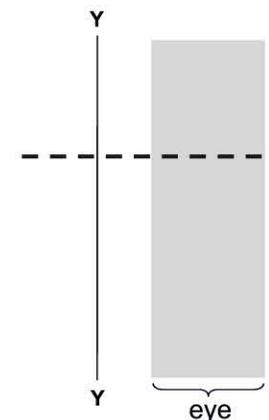
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