

Online photos

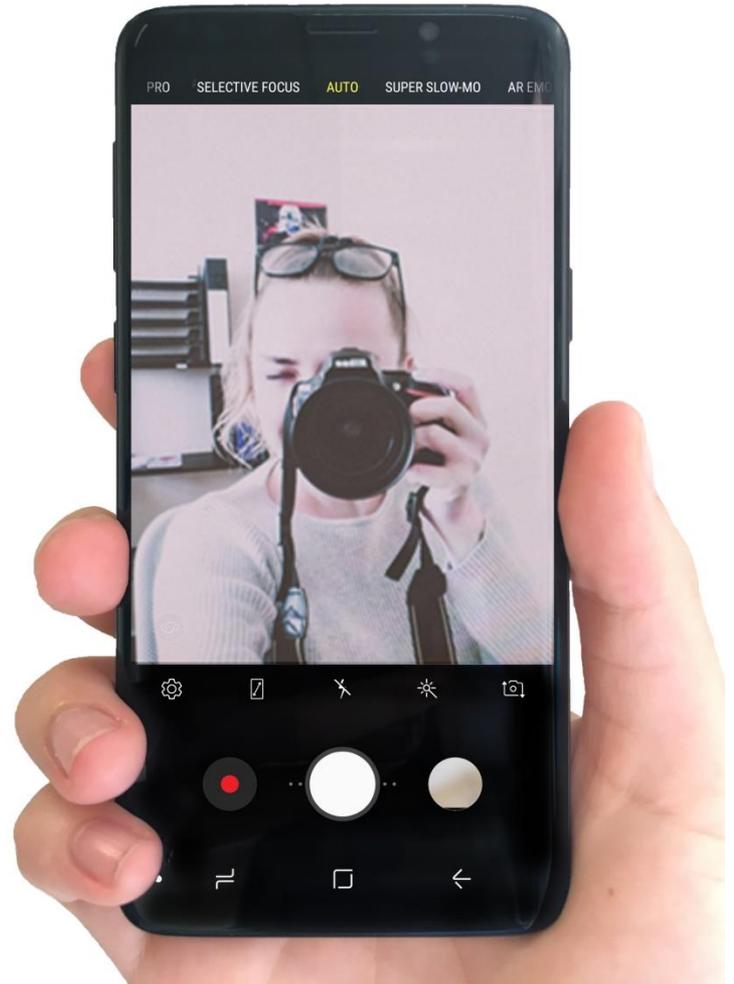
Take your own
passport photo using
a Samsung phone



The right equipment

If you use a Samsung phone to take your photo, we suggest a Samsung s7 model or newer.

This guide was created using screenshots from a Samsung s9.

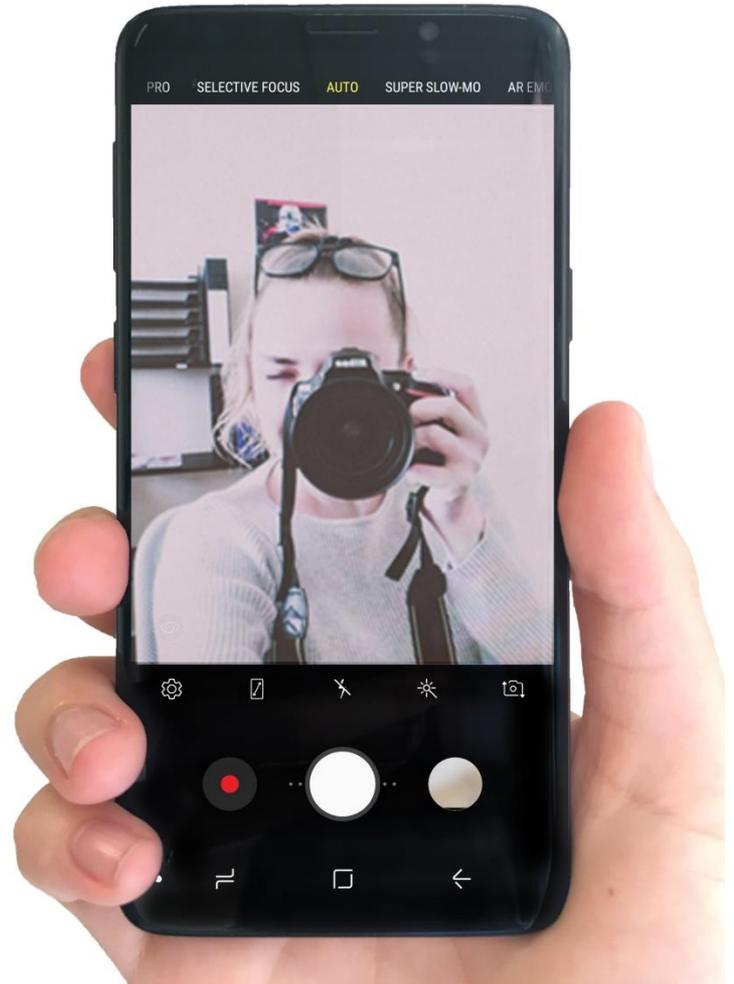


Ask a friend for help

It's much easier to take an acceptable photo with someone else's help.

Ask your friend to take your photo for you.

No selfies.



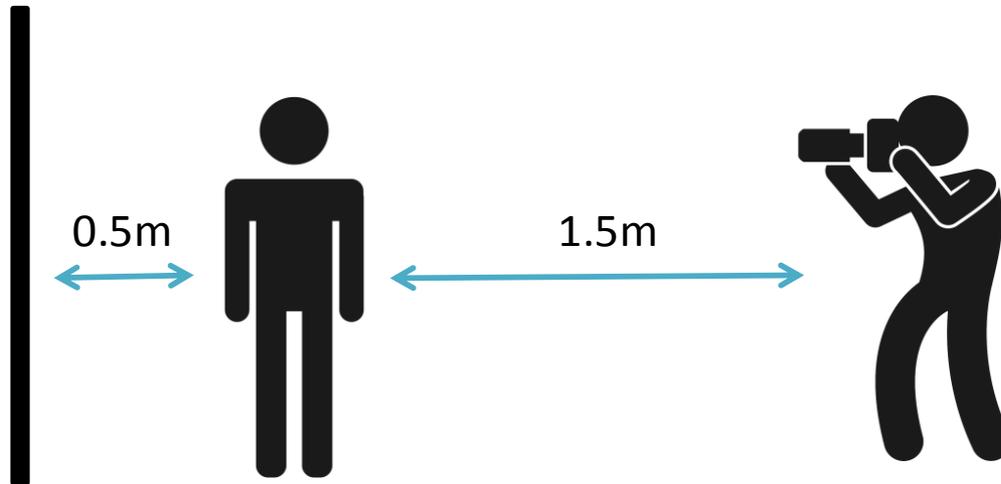
Set up – Lighting

- Find a well-lit space with a plain light coloured background – for example, pale greys and blues work better than white.
- Avoid standing directly under a light source. It can create glare and shadows.
- Your light source will be most effective behind and above your photographer.



Set up – Where to stand

- Stand 0.5 metres in front of your background, to help reduce shadows.
- The photographer should stand 1.5 metres away from you, to help keep your facial features in focus.
- The photographer should hold the camera at your eye level, to help you avoid tilting your head up or down.



Take the photo

Open the camera and take the photo.

It may take a couple attempts to get a clear photo with neutral expression, no blur and no shadows behind you.

Open the Gallery application on your phone and select your best photo.

The full passport photo requirements are on our website:

www.passports.govt.nz/passport-photo-requirements/



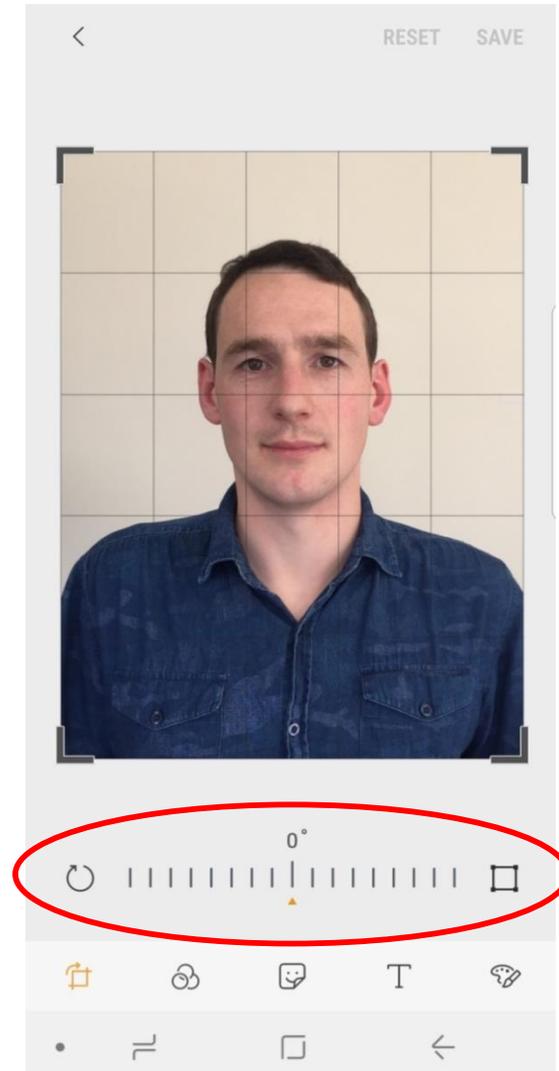
Edit your photo

Press the crop button to edit your photo.



Straighten your photo

If needed, straighten your image by dragging the dial under the photo.

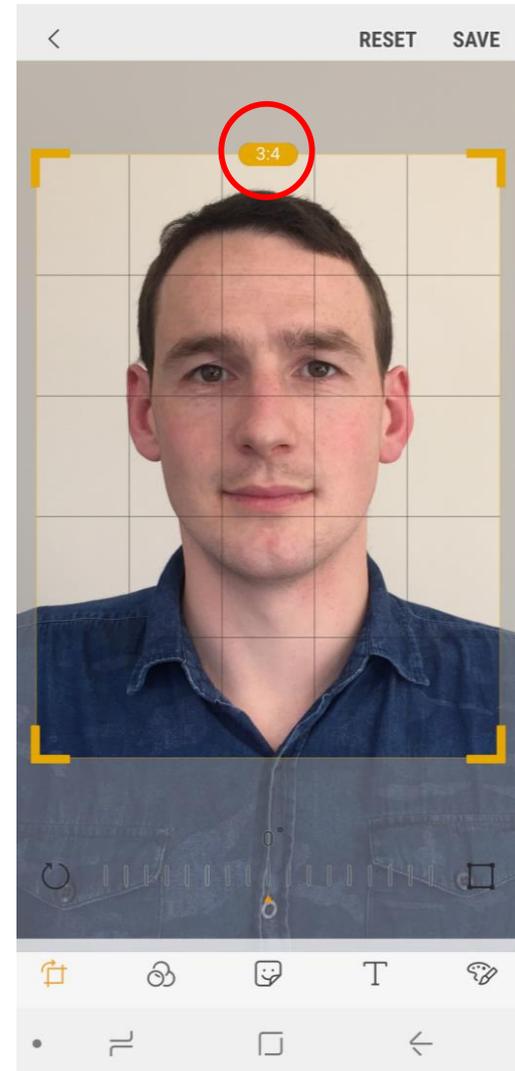


Select 3:4 aspect ratio

Drag the corners of the frame until your device recognises a 3:4 aspect ratio.

What is 'aspect ratio'?

'Aspect ratio' is the photo height to width ratio.



Crop and zoom

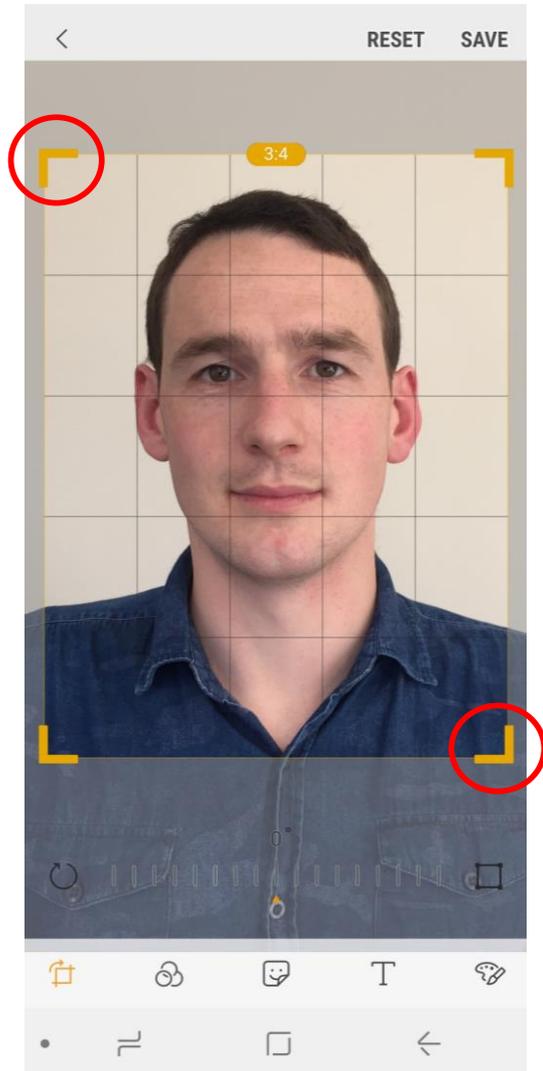
You should be able to see your shoulders and a gap around your head, including hair and ears.

Drag any corner of the frame to crop the image.

You can also zoom in and out by pinching the image inside the frame.

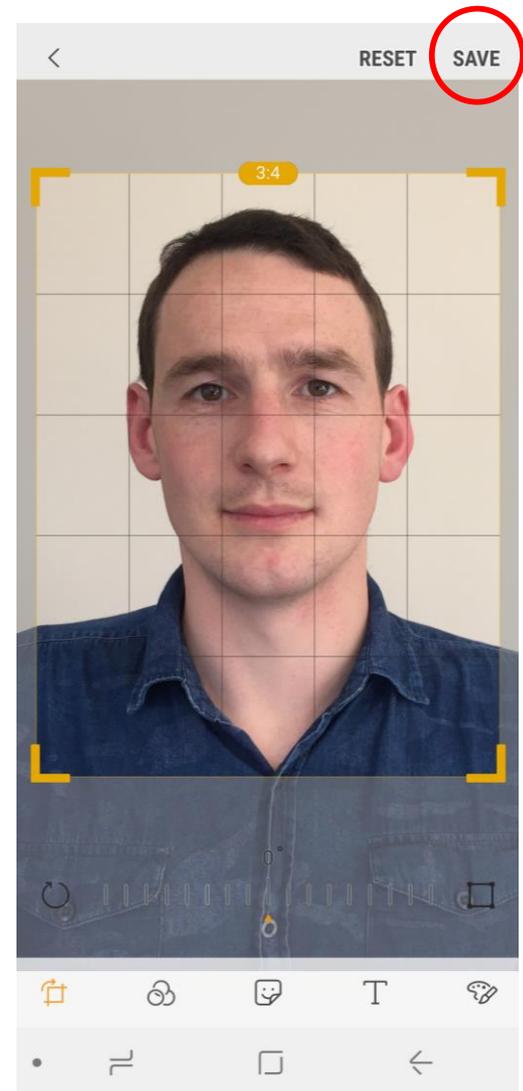
Take care with the aspect ratio

Remember to keep a 3:4 aspect ratio. If it changes, drag the corners of the frame again until you see the '3:4' again.



Save your photo

When you are happy with the changes, press Save.



Check your photo

Use the Online Photo Checker to check your photo:

www.passports.govt.nz/passport-photos



Important:

Your photo will still be assessed by a passport officer when you apply online.

Time to send

It's easier to complete your application on a computer or laptop.

We suggest that you send your photo to yourself and save it on a computer or laptop.

Press the share button to send your photo to yourself.



Use email

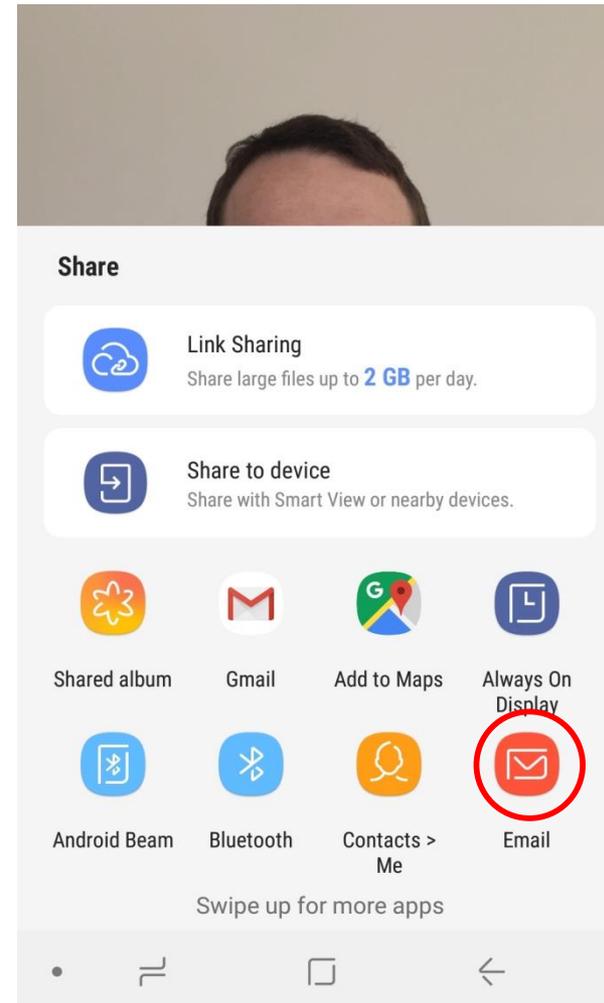
Send the photo to yourself using your phone's email function. (Other applications may compress the file, making it unsuitable).

If you are given the option, send the photo as the Actual Size to maintain high quality.

Enter the appropriate email address, then press send.

Compression issues?

If the email application you have chosen compresses your photo (makes it smaller), consider using a different email application.



Save the photo from your email

Log in to your email account on a computer or laptop.

Open the email and the attached photo, and then save your photo.

Save your photo somewhere you can easily find it again, such as your desktop.

Helpful tip

The size of your saved photo should be the same as the photo on your phone. If your saved photo is a lot smaller, return to the 'Use email' step and follow the steps again.



Apply online

You can now complete your application and upload your photo at:

www.passports.govt.nz

Helpful tip

Before you apply online we suggest that you check your saved photo again using the Online Photo Checker: www.passports.govt.nz/passport-photos.

