

Online photos

Take your own passport
photo using an iPhone



The right equipment

If you use an iPhone to take your photo, we suggest an iPhone 5 model or newer.

This guide was created using screenshots from an iPhone 8.



Ask a friend for help

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

Ask a friend to take your photo for you.

No selfies.



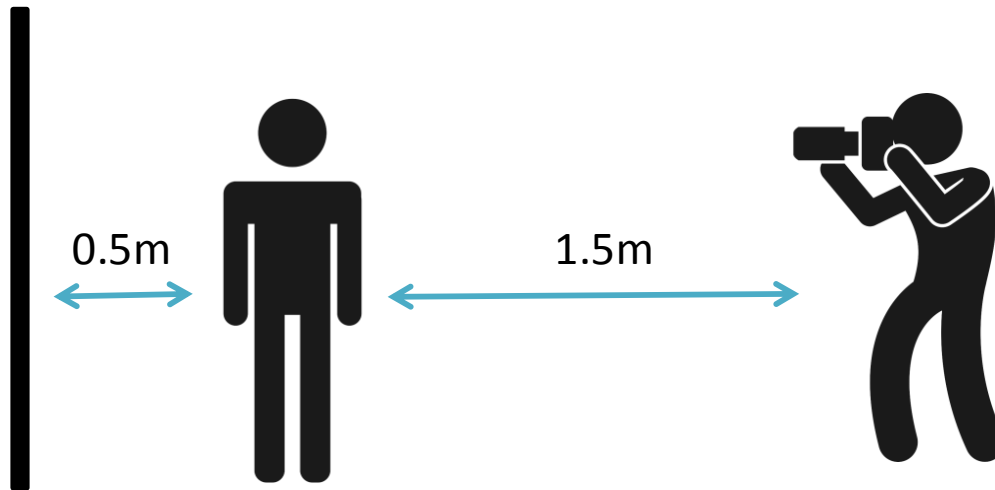
Set up – Lighting

- 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 Photos application on your phone and select your best photo.

The full passport photo requirements are on our website:
www.passports.govt.nz/passport-photos/passport-photo-requirements/



Edit your photo

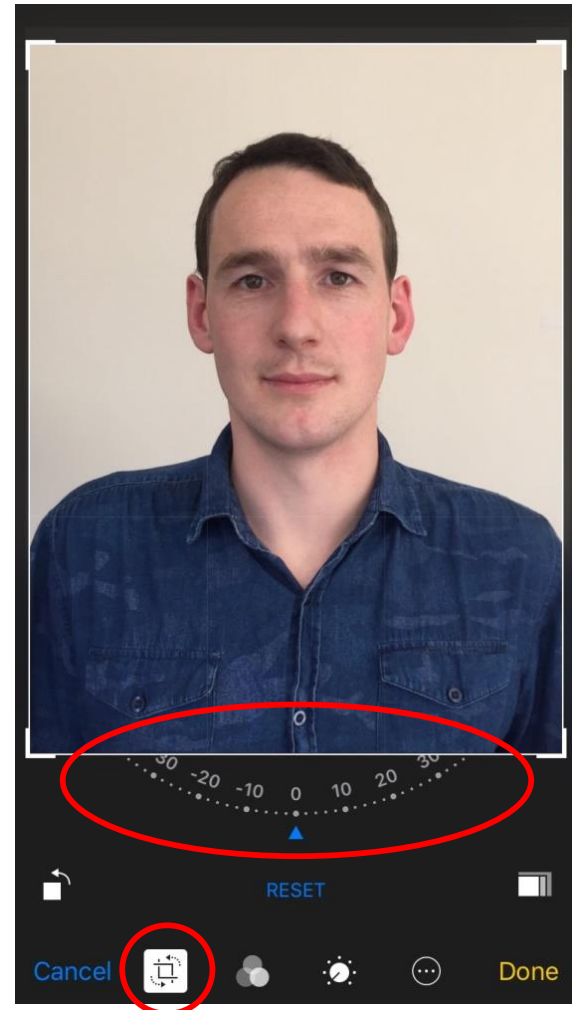
Press the edit button.



Straighten your photo

Press the crop button.

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



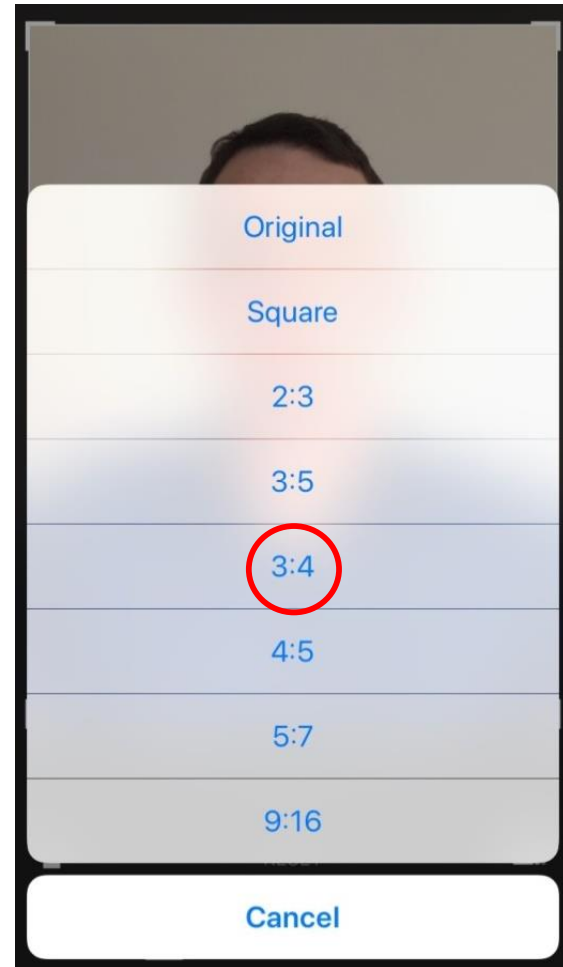
Select aspect ratio

Press the aspect ratio button.



Select the 3:4 aspect ratio

This is the aspect ratio required for the online passport system.



What is 'aspect ratio'?

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

Crop your photo

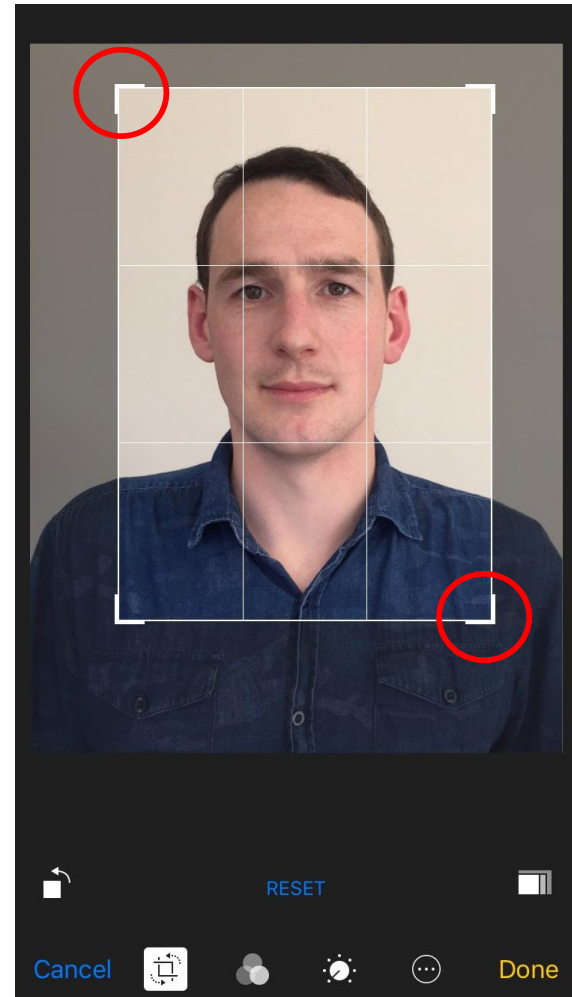
Press the crop button.



Crop and zoom

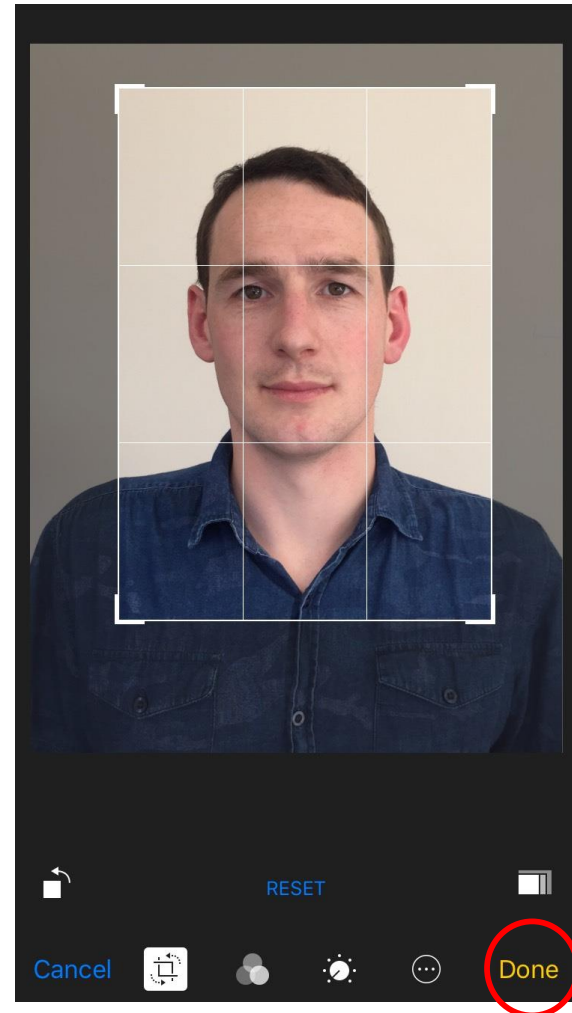
You should be able to see your shoulders and a gap around your head, including hair and ears.

Drag any corner of the frame to crop the image.



Save your photo

When you are happy with the changes, press Done.



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 export 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).

Enter the appropriate email address, then press send.



Compression issues?

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

Selecting a size

Send it as the actual size to maintain high quality of photo.



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 the 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.

