

Government of Canada Embassy of Canada

Visa Section P.O. Box 3394 Damascus, Syria Service des visas B.P. 3394 Damas, Syrie

# Gouvernement du Canada Ambassade du Canada

Tel. (963-11) 611-6851 Web: <u>www.damascus.gc.ca</u> Fax. (963-11) 611-8034 Email: <u>damascus-im-enquiry@international.gc.ca</u>.

## CANADIAN TEMPORARY RESIDENT VISITOR VISA (TRV) APPLICATION KIT

Please read this kit carefully before submitting your application. All documents must be submitted at the same time as your application and processing fee.

The request for documentation in this application kit shall be considered a request by a visa officer under section 16 of *the Immigration and Refugee Protection Act* to produce all relevant evidence and documentation for the purpose of establishing that you are admissible to Canada and meet the requirements of the Act.

Submitting the necessary documents does not guarantee that your application will be approved; however, failure to provide these documents will increase the likelihood of your application being refused. If you are unable to provide the documents requested, you should provide a written explanation as to why they cannot be submitted and provide any other information you feel may be relevant.

Only documents in English or French will be accepted. Documents in another language must be accompanied by an English or French translation.

Application kits are free of charge and can be downloaded from the internet address: <u>www.damascus.gc.ca</u>.

Good quality photocopies of the forms are acceptable.

To avoid disappointment, please submit your application well in advance of your travel plans. Applications normally require 2 to 4 weeks to be fully processed. Processing times change depending on the time of the year and volume of applications received. All applications are subject to a potential interview.

Applications may be submitted by mail or in person at the Visa Section of the Canadian Embassy, Sunday to Wednesday, 8:00am to 9:30am. **Applications will not be accepted after 9:30am**.

### WARNING

Agents and Representatives: You may prepare and submit your application yourself, or have it prepared by an individual who provides such services for free (family members, friends, non-governmental and religious organizations, etc.), or you may decide to hire an authorized representative to do so. An authorized representative must be either: an immigration consultant who is a member of the Canadian Society of Immigration Consultants; a lawyer who is a member of a Canadian law society; or a notary who is a member of the Chambre des notaires du Québec. All applications are treated equally, regardless of who submits them. You, as the applicant, are responsible for all information submitted. Please be sure to review all the information on your application form and ensure that all questions are answered truthfully before signing and dating the forms.

Agent Identification: If you are authorizing the release of your file information to an authorized representative, this person must be identified on Form IMM 5476E. No information will be released to a paid representative unless a completed "Use of a Representative" form (IMM 5476E) is on file.

#### Misrepresentation Will Result in Your Application Being Refused

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a temporary resident visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for 2 years under section 40 (2) of the Immigration and Refugee Protection Act.

## 1. All applicants must provide the following documents:

□ A signed and dated copy of the "Application for a Temporary Resident Visa" form completed in English or French. An original signature must be provided on the form;

Note: Include your employer's telephone and fax numbers in box 10.

- □ One signed and dated copy of the "Family Composition/Education and Employment" form completed in both Arabic and either English or French. Original signature must be provided on each form;
- □ A completed "Damascus Supplementary Information" form for each person over the age of 18 years;
- Two passport-size photos (colour or black and white) taken within the past 6 months and including the date of birth (dd/mm/yyyy) and applicant's name clearly printed on the back of each photo (see last page for instructions);
- Original passport or travel document including at least one blank page, and valid for at least one month from the date you intend to <u>leave</u> Canada;
- □ Correct application processing fee. Please note however that there are no fees for applicants holding Diplomatic or Service passports. Fees are required for private passports. The fees are listed below;
- A completed "Use of a Representative" form (IMM 5476E) if someone has assisted you in making this application;
- □ Parental Letter of Consent authorizing travel for children under the age of 18 years.

# 2. Please submit all the supporting documents listed in <u>one</u> of the following checklists below if you are applying as:

A VISITOR (VISITING FAMILY OR FRIENDS, AND TOURISTS)

A BUSINESS VISITOR

A RETURNING STUDENT (already holding a valid Study Permit)

A SHORT-TERM STUDENT (to study for 6 months or less)

A PERSON TRANSITING THROUGH CANADA

**NOTE:** If you intend to travel to the United States during your visit to Canada, you do not need a multiple-entry visa in order to re-enter Canada directly from the United States during the duration of your stay in Canada.

Please note that where a multiple entry visa is paid for but, at the discretion of the visa officer, a single-entry visa is issued, the fee difference will not be refunded. Moreover, the processing fee is non-refundable for any application that is withdrawn or refused.

### 3. Please ensure that you have the proper amount to pay your application fees.

If you apply in person the fee is payable in cash, certified cheque or money order payable to the "Receiver General for Canada". Mail in applications must be paid by certified cheque. You must pay the **exact** amount in one of the following currencies when you submit your application:

Temporary Resident Visa Fees:	CDN	USD	SYP
Single entry - each person	75	70	3,500
Multiple entry - each person	150	135	7,000
Family Rate	400	360	18,750

## VISITOR (VISITING FAMILY OR FRIENDS, AND TOURISTS) DOCUMENT CHECKLIST

From the applicant:

- If you are employed, a letter from employer granting leave of absence, and including the following information: your name, position, and current salary. This letter must include your employer's name and address as well as the telephone and fax number;
- □ If you are a student traveling during periods other than school holidays, a letter from your school confirming that you are enrolled and in good standing, and that the school has approved your absence;
- □ If you are retired, a Retirement Certificate indicating your pension;
- □ Original evidence of funds showing history (include a bank book to show historical ownership of funds);
- Evidence of assets in your country of residence (e.g. property deeds, vehicle registration, etc.);
- □ Travel itinerary;
- □ Evidence of any previous travel;
- Proof of relationship with the host in Canada (e.g. copy of birth certificate, copy of marriage certificate, proof of correspondence, etc.) <u>OR</u> For tourists: name and address of all persons who assisted you in planning your trip (both in your country of residence and/or Canada, if applicable).

#### From the host(s) for those visiting family or friends:

- □ An invitation letter stating the purpose of visit;
- □ A copy of the inviter's citizenship or immigration status document (e.g. IMM1000, Permanent Resident Card copies of both sides, Study Permit, Work Permit);
- □ Financial documents:
  - Most recent Notice of Assessment issued by the Canada Revenue Agency;
  - o If employed, employment letter showing salary for the inviter and the inviter's spouse;
  - o If studying, letter of acceptance from the school attended and transcripts;
  - Proof of funds (bank statement).

## **BUSINESS VISITOR CHECKLIST**

- One (original or faxed) letter of invitation per delegation from the party in Canada. The invitation letter must come from the party with whom the applicant will conduct direct business. This excludes third parties who are only arranging or facilitating the business meetings. The letter must include all of the following information:
  - 1. Inviter's full name and title, business address, contact telephone and fax numbers;
  - 2. The names and titles of all members of the delegation, as well as the name(s) of their employer(s);
  - 3. A brief summary of the reason for extending the invitation, and details of the business or trade to be undertaken;
  - 4. The intended duration of the visit, as well as a detailed itinerary;
  - 5. A statement specifying who will be responsible for all expenses related to the trip; and where applicable, copies of contracts and/or agreements signed between the Canadian inviter and the enterprise from the applicant's country as well as proof of trade between the businesses. Business persons intending to invest in Canada must also provide evidence of sufficient assets to make the proposed investment (e.g. business registration, articles of association, company tax receipts, sales contracts, balance sheets, company brochures, etc.)
- □ For applicants travelling with official passports, an official note per delegation from your country's Ministry of Foreign Affairs supporting the intended visit;
- For applicants travelling on private passports, a letter from your employer indicating that the proposed travel to Canada has been approved for the purpose indicated in the invitation. This letter must include the employer's name and address as well as telephone and fax number. The applicant's position, salary and date of hire must also be noted.

## **RETURNING STUDENT CHECKLIST (already holding a Study Permit)**

- List of ALL schools attended in Canada with ALL corresponding official transcripts and proof of enrolment;
- □ Copy of Canadian Study Permit.

Note: Your study permit must remain valid until after the date on which you intend to return to Canada

## SHORT-TERM STUDENT CHECKLIST (to study for 6 months or less)

- Original employment letters issued on company letterhead indicating position, salary and date of hire;
- □ Bank statements showing current savings with at least 12 months history;
- □ Letter of acceptance;
- □ For organized study groups, invitation letter with details of the program, list of participants and an indication of who will be paying associated fees and expenses.

## PERSON TRANSITING THROUGH CANADA CHECKLIST

- □ A copy of your air ticket and/or travel itinerary. Please indicate the number of times you will be entering Canada, and the date(s) and time(s) for each entry and exit;
- □ A valid visa for country of final destination, if applicable;
- A letter of invitation from the inviter in the country of destination, or a letter of intent stating the purpose of your trip;
- A letter from your employer granting a leave of absence and including the following information: your name, position and current salary. This letter must be on letterhead paper and must include your employer's name as well as telephone and fax number;
- □ Evidence of previous travel.



Citizenship and Citoyenneté et Immigration Canada Immigration Canada

#### APPLICATION FOR A TEMPORARY RESIDENT VISA MADE OUTSIDE OF CANADA DEMANDE DE VISA DE RÉSIDENT TEMPORAIRE PRÉSENTÉE À L'EXTERIEUR DU CANADA

l want service in: Je veux être servi(e) en : □□	English ∏ French Anglais ∏ Français		File - Réfé	ence	
1 Single entry visal □ Visa(s) pour un s	(s) requested eul séjour demandé(s)	<ul> <li>Multiple entry visa(s) requeste</li> <li>Visa(s) pour entrées multiples</li> </ul>	d Transit vis demandé(s) ŪVisa(s) de	sa(s) requested e transit demandé(s)	
2	APPLICANT REQUÉRANT		COMMON-LAW PARTNER AN IT OU CONJOINT DE FAIT ET		
Family name Nom de famille					
First name Prénom					
Second name Autre prénom					
Relationship Lien de parenté	SELF LUI-MĚME				
Sex Sexe					
Date of birth Date de naissance	D-J M Y-A	D-J M Y-A	D-J M Y-A	D-J M Y-A	
Place of birth Lieu de naissance					
Citizenship Citoyenneté					
Passport no. N° de passeport					
Passport expiry date Date d'expiration du passeport	D-J M Y-A	D-J M Y-A	D-J M Y-A	D-J M Y-A	
Marital status État matrimonial					
	/ you to Canada? nera au Canada?	☐ Yes ☐ No Oui ☐ Non	☐ Yes ☐ No Oui ☐ Non	∏ Yes ∏ No Oui ∏ Non	
	da is - Objet de ma visite au Canada usiness Other (Provide	details below)			
Tourisme At	ffaires La Autre (Précise	z ci-dessous)			
<b></b>	de temps vous planifiez de rester au C	Canada From De		To D-J M Y-A A	
5 Funds available for my stay in C Je dispose, pour mon séjour au	Canada, de		CDN \$ \$ CAN		
<ul> <li>6 My current mailing address. All correspondence will go to this address unless you indicate your e-mail address below, thereby authorizing correspondence, including file and personal information, be provided to the specified e-mail address. If you wish to authorize the release of information from your case file to a representative, indicate their address below and on the form IMM 6476.</li> <li>Mon adresse postale actuelle. Toute la correspondance sera envoyée à cette adresse, sauf si vous fournissez une adresse de courriel, auquel cas la correspondance autorisée, y compris vos renseignements personnels, sera envoyée à cette adresse de courriel. Si vous désirez autoriser la transmission de renseignements concernant votre dossier à un représentant, indiquez son adresse ci-dessous et sur le formulaire IMM 5476.</li> </ul>					
E-mail Courriel		Telephone number Numéro de téléphone	Fax number Numéro de téléco;	pieur 🕨	
		DO NOT WRITE IN THIS SPA ESPACE RÉSERVÉ	CE		
			Officer - Agent		
<u>I</u>	THIS FORM HAS BEEN ESTA	BLISHED BY THE MINISTER OF CI	_	Canadi	



								PAGE 2 OF/DE 2
8	a)	Immigration status of applicant Statut par rapport à l'immigration			nande est présentée	b) Valid until Valide jusqu'au	D-J M	Y-A
		Citizen Permanen Citoyen Résident p		Temporary Resident Résident Temporaire	Worker Travailleur	Student Étudiant		
9		present job (Give the job title an a profession actuelle (Indiquer le t					esent employer or school ployeur actuel ou de l'établie	ssement d'enseignement
11 N	No	me, address and relationship of a m, adresse et lien de parenté de - Nom	toute personne à qui		l et adresse de tout établis	sement que je visiterai	Relationship to me - Lier	n de parenté
$\vdash$								
12	I –							E APPROPRIATE BOX DANS LA CASE APPROPRIÉE
	a)	Within the past two years, have Au cours des deux dernières ar personne qui a la tuberculose p	nnées, avez-vous eu,				h tuberculosis of the lung?	
	b)	Do you or an accompanying far than medication, during the sta Avez-vous, vous ou un des me et/ou des soins de santé autres	y? mbres de votre famille	e qui vous accompagne, i		•		U YES NO OUI NON
		ve you or any member of your t t-ce que vous-même ou tout me		lle :				
	c)	Committed, been arrested or ch Avez-vous commis, ou avez-vo				on pénale quelconque da	ans n'importe quel pays?	U VES NO OUI NON
	d)	Been refused admission to, or o Vous a-t-on jamais refusé l'adm			ada?			U VES NO OUI NON
	e)	Applied for any Canadian Immi (e.g. Permanent Resident, Stud Avez-vous demandé un visa ca (par exemple, un visa de réside	dent, Worker, Tempor anadien auparavant?				r temporaire)?	U YES NO NON
	f)	Been refused a visa to travel to Vous a-t-on jamais refusé un vi	Canada?				. ,	U VES NO OUI NON
	g)	In periods of either peace or wa torture, attacks upon, enslavem En période de paix ou de guerr acte inhumain commis contre d esclavage ou la privation de no	nent, starvation or othe e, avez-vous déjà par les populations civiles	er inhumane acts commit ticipé à la commission d'i s ou des prisonniers de gu	ted against civilians or p un crime de guerre ou d' uerre, par exemple, l'ass	risoners of war; or depor un crime contre l'humani	rtation of civilians? ité, c'est-à-dire de tout	VES NO OUI NON
		/ou answer "yes" to any of the ( vous répondez « oui » à l'une o						
	Re	lated information - Détails						
13	citi: Au dar If a	ring the past five years have you zenship or permanent residence cours des cinq dernières années ns un autre pays que votre pays o answer to question 13 is "yes", list la réponse à la case 13 est affirm	for more than six mor s, avez-vous ou n'impo de citoyenneté ou de r t countries and length	nths? orte quel membre de votr résidence permanente pe of stay	e famille vous accompagendant plus de six mois?	gnant a-t-il vécu		YES NO OUI NON
			Name		Countr		Length of stay - Du	· .
$\vdash$			Nom		Pays	D-	From - De	-J M Y-A
						1		
	T							
14	in t	eclare that I have answered all qu this application fully and truthfully. déclare avoir donné des réponse	-				D-J	M Y-A
	cor	mplètes à toutes les questions de				- Signature du requérant	t	Date
				orm has been established				

Formulaire établi par le ministre de la Citoyenneté et de l'Immigration

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* to determine if you may be admitted to Canada as a temporary resident. It will be stored in Personal Information Bank CIC PPU 051, Foreign Temporary Resident Records and Case File. It is protected and accessible under the *Privacy Act* and the *Access to Information Act*.

Les renseignements fournis sur ce formulaire sont recueillis en vertu de la *Loi sur l'immigration et la protection des réfugiés* pour établir si vous êtes admissible au Canada à titre de résident temporaire IIs seront versés au fichier de renseignements personnels CIC PPU 051, Dossier et fichier de résident temporaire. Ils sont protégés et accessibles en vertu de la *Loi sur la protection des renseignements personnels* et de la *Loi sur l'accès à l'information.* 



Citizenship and Citoyenneté et Immigration Canada

#### ADDITIONAL FAMILY INFORMATION

Complete ALL names in English and in your native language (for example, Arabic, Cyrillic, Chinese, Chinese commercial/telegraphic code, Korean, or Japanese characters). If additional space is required attach a separate sheet.

SECTION A					
Name	Relationship	Date of birth Day Month Year	Place of birth	Marital status	Present address
	Applicant				
	Spouse or				
	common-law partner SEE NOTE 1				
	Mother				
	Father				
NOTE 1: If no spouse or common-la		sted in Section A	read and sign below		
I certify that I do not have a spouse or	-		-	artner	
		parates, ex epode	, or termer common tan pe		Day Month Year
	Signature				Date
SECTION B CHILDREN (Include A	LL sons and d	aughters, includi	ng ALL adopted and step-	children, regar	dless of age or place of residence)
Name	Relationship	Date of birth	Place of birth	Marital	Present address
	SEE NOTE 2	Day Month Year		status	
		1111111			
NOTE & Knowskilders are listed in 6					
NOTE 2: If no children are listed in S					
I certify that I do not have any children,	either natural (	or adopted.			Day Month Year
	Signature				Date
SECTION C BROTHERS AND	SISTERS (I	ncluding half -	and step-brothers and	sisters)	
Name	Relationship	Date of birth Day Month Year	Place of birth	Marital status	Present address
		1111111			
SECTION D CERTIFICATION				•	
I certify that the information contained that it will form part of my Immigration					is document has been completed and signed
					Day Month Year
	Signature				Date
					etermine if you may be admitted to Canada as an er the provisions of the <i>Privacy Act</i> and the <i>Access</i>
to Information Act.					-

(DISPONIBLE EN FRANÇAIS - IMM 5406 F)



# SUPPLEMENTARY INFORMATION FORM - DAMASCUS To be completed by <u>ALL</u> applicants aged 18 years or older

# TRAVEL HISTORY

- 1. How many passports have you had, including the one you currently hold?
- 2. Please list all the countries that you visited and that you have lived in over the past 10 years?

Dates (dd/mm/yyyy) From To		- Durnoos of tria	Country City		
		Purpose of trip	Country, City		

# **EDUCATION AND EMPLOYMENT HISTORY**

- 4. What is the highest level of study you have reached?
- 5. What is your profession and specialization (if any)?

6. Were you ever a member of any political party, other group, or organization? Please specify the organization, dates and positions held.

Dates (dd/mm/yyyy) From To		Position	Organization

7. Have you ever held a position in any government or state enterprise? (E.g. mayor, Member of Parliament, counselor, judge, managing director, etc). When and where?

Dates (dd/mm/yyyy) From To		Position	Organization

8. Have you ever been employed by a government or political party in a position of responsibility or supervision? (e.g. hospital administrator, police officer, elections official, etc)

Dates (dd/mm/yyyy) From To		Position	Organization

# **MILITARY SERVICE**

# Note: All immigration applicants must submit official military service completion or exemption certificates.

9. Did you serve in any militia, army, defense, or police unit (including obligatory national service, reserve or volunteer units)? Please circle your answer.

Yes No (explain)

10. Where were you stationed? (Please provide dates, ranks, units and locations)

Dates (dd From	/mm/yyyy) To	Rank	Unit	Location

11. What were your duties most of the time? (eg. infantryman, artillery, military policeman, radio operator, driver, other) Please describe in detail.

12. What training did you receive?

13. Under what circumstances did your service end? (E.g. completed service, deserted, invalidated out, medical problems, etc)

14. Did you ever participate in any form of combat? Please circle your answer.

Yes No

15. If **yes**, describe details and include specific dates and locations.

## Use a separate sheet.

16. Have you ever witnessed or participated in ill treatment of prisoners or civilians, looting or desecration of religious buildings? If yes, describe the circumstances.

You must now read and sign the following declaration.

I (please print your full name)

DECLARE THAT ALL OF THE ABOVE STATEMENTS ARE TRUE, COMPLETE AND CORRECT, AND I MAKE THIS STATEMENT KNOWING THAT IT HAS THE SAME EFFECT AS APPEARING IN A COURT OF LAW.

Signature

Date



l am:

Citizenship and Citoyenneté et Immigration Canada Immigration Canada

PAGE 1 OF 2 PROTECTED WHEN COMPLETED - B



## USE OF A REPRESENTATIVE

A representative is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA). You may have one representative only. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your case file.

#### Your dependent children aged 18 years or older must complete their own copy of this form if they have a representative.

appointing a representative. Complete Sections A, B and D.

t of a conceptrative. Complete Section & C and D

	cancelling the appointment of a represe	ntative. Complete Section A, C and D.				
SEC	TION A: APPLICANT INFORMATION					
1.	Your full name					
	Family name (Surname)					
	Given name(s)					
2.	Your date of birth	Day Month Year				
3.	If you have already submitted your application:					
	Name of office where the application was submitted					
	Location of office					
	Type of application (permanent residence, extension of study permit, etc.)					
4.	Your Citizenship and Immigration Canada Identification	pur Citizenship and Immigration Canada Identification number (if known)				
	Client Identification (ID) or Unique Client Identifier (UCI) number					
SEC	TION B: APPOINTMENT OF REPRESENTATIVE					
	<ul> <li>Canada Border Services Agency.</li> <li>I authorize Citizenship and Immigration Canada and children under 18 years of age to my representative. T</li> </ul>	presentative and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency to release information from my case file and that of my dependent his authorization is in accordance with the <i>Privacy Act</i> . ect to exemption, if I had the right of access under the <i>Privacy Act</i> or the <i>Access to Information Act</i> .				
5.	Your representative's full name					
	Family name (Surname)					
	Given name(s)					
6.	Your representative: (choose one)					
	is UNPAID and is a:					
	family member or friend					
	member of a non-governmental or religious	organization				

is or will be PAID and is a member in good standing of:

other

the Canadian Society of Immigration Consultants (CSIC)		
iety		

IMM 5476 (12-2004) E

This form is made available by Citizenship and Immigration Canada and is not to be sold to applicants (DISPONIBLE EN FRANÇAIS - IMM 5476 F)

member of the Canadian Society of Immigration Consultants, a Canadian provincial or territorial law society, or the Chambre des notaires du Québec.



7.	Your representative's contact information							
	Name of firm or organization (If applicable)							
	Mailing address							
	Postal code/ZIP							
	Telephone number Country code Area	code Number						
	Fax number Country code Area	code Number						
	E-mail address (if applicable)	,						
L	Your representative's declaration:							
	<ul> <li>I declare that the information in Section B is truthful</li> <li>I understand and accept that I am the person app Immigration Canada and Canada Border Services J</li> </ul>	pointed by the applicant to conduct business on the applicant or sponsor's behalf with Citizenship and						
	Signature of representative							
	Date	Day Month Year						
EC	TION C: CANCEL THE APPOINTMENT OF A REPRE	SENTATIVE						
	I withdraw my authorization for this person to serve as Citizenship and Immigration Canada and Canada Bord	s my representative, to receive information on my case file and to conduct business on my behalf with ler Services Agency.						
	Your representative's full name							
	Family name (Sumame)							
	Given name(s)							
	Name of firm or organization (if applicable)							
EC	TION D: YOUR DECLARATION							
0.	<ul> <li>I declare that the information I have given is truthful</li> <li>I understand all the foregoing statements, having as</li> </ul>	I, complete and correct. sked for and obtained an explanation for every point that was not clear to me.						
	Signature of applicant							
	Date	Day Month Year						
	Signature of spouse or common-law partner (if applicable)							
	Date	Day Month Year						
	Warning! It is a seriou	is offence to give false or misleading information on this form.						

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in Infosource. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the Access to Information Act individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. Infosource is also available in Canadian public libraries.

# **Photo Specifications**

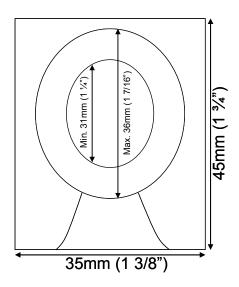
## TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER

### Requirements

- Provide two photos of you and each accompanying family member with your application.
- Immigration photographs are not the same as passport photographs

## **Specifications**

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



## The frame size must be 35 mm x 45 mm (1 3/8" x 1 <sup>3</sup>/<sub>4</sub>")

The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders.

The size of the head, from chin to crown, must be between 31mm (1 1/4") and 36 mm (1 7/16").

**Crown** means the top of the head, or (if obscured by hair or a head covering), where the top of the head or skull would be if it could be seen.

## TO AVOID DELAYS, MAKE SURE YOUR PHOTOS MEET THESE SPECIFICATIONS.