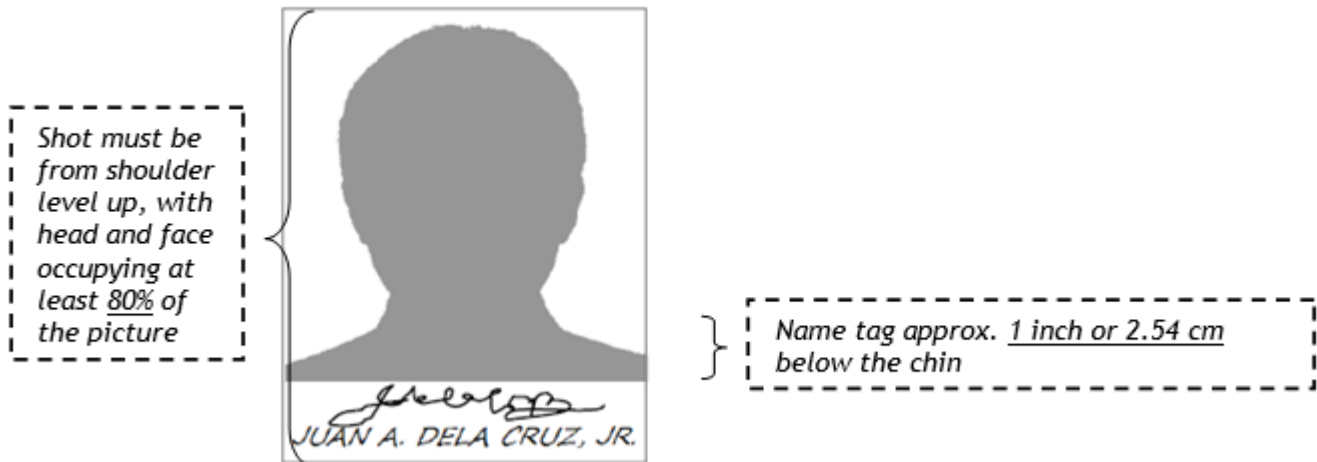# PICTURE & E-SIGNATURE GUIDELINES

Criteria: Passport Size ID Picture

To spare yourself the trouble (and added expense!) of having to retake your picture and re-submitting your application, make sure to pass the correct one.

Shot must be from shoulder level up, with head and face occupying at least 80% of the picture

JUAN A. DELA CRUZ, JR.

Name tag approx. 1 inch or 2.54 cm below the chin

Follow these criteria required for the passport size ID picture you need to pass along with your request for the Aeronautical Knowledge Test Permit.

- Passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)
- Colored, with white background
- The photo should be a standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture; name tag should be positioned at approximately 1 inch or 2.54 cm below the chin)
- Taken in full-face view directly facing the camera
- With neutral facial expression, and both eyes open
- The picture should show left and right ears
- Take a picture with no eyeglasses, colored contact lens, or any accessories that could cover the facial features
- Facial features should not be computer enhanced; no filters
- Printed on good quality photo paper
- Taken within the last three (3) months before filing of the application
- Applicant should have a HANDWRITTEN (not computer-generated) name tag that clearly shows SIGNATURE OVER PRINTED FULL NAME in this format: First Name, Middle Initial, Last Name, and Extension Name if any.

SPECIMEN SIGNATURE

- Clear scanned copy, either in JPG or PDF
- Must be legible and consistent