



E-Passport Portal Attaching Documents Guidelines.

Introduction

When applying in Online Passport, you will be required to upload picture, forms and supporting documents.

This guide explains the steps for attaching supporting documents to your Online Passport application. You can upload the picture and forms (fingerprint) in the similar manner in their respective sections.



We are able to accept the following file formats:

- **SUPPORTING DOCUMENTS: JPG, JPEG and PNG**
- **FINGERPRINT FORM: JPG, JPEG and PNG**



We are able to accept the following sizes of files:

- **SUPPORTING DOCUMENTS: 15MB**
 - **FINGERPRINT FORM: 15MB**
 - **PHOTOGRAPH: 60KB**
-

Attaching Documents to an Application

1. Login to your Online Passport Account. Provide the information and proceed to the **Documents /fingerprints tab** **1**

The screenshot displays a multi-step application process. At the top, a progress bar shows five steps: 1. Application Details, 2. Personal Information, 3. Address / Passport Delivery, 4. Documents / Fingerprints, and 5. Information Review. Steps 1, 2, and 3 are marked with green checkmarks and green bars. Step 4 is highlighted with a red box and a red circle containing the number '1'. Below the progress bar, the interface is divided into sections: 'Application Details' with a dropdown menu, 'Personal Information' with a dropdown menu, and 'Address/Passport Delivery Information' with a dropdown menu for 'Permanent Address'.

✓ 1. Application Details ✓ 2. Personal Information ✓ 3. Address / Passport Delivery **4. Documents / Fingerprints** 5. Information Review

Application Details

Application Details

Personal Information

Personal Information


Address/Passport Delivery Information

Permanent Address

2. Select the document to be attached from the drop-down list **Supporting Document Type** 2

NOTE : Why fingerprints are needed ?

Fingerprints are acquired on Fingerprints form to verify your identity. Your desired passport is issued and delivered to you once your fingerprints are matched with NADRA records.



> DOWNLOAD FORM

Fingerprint Form

Document Upload Guidelines

- Photographs of supporting documents taken from digital camera or mobile phones are also acceptable
- Supporting documents can be uploaded in jpg, jpeg and png formats
- Fingerprint form is only acceptable in jpg, jpeg and png formats

[Download Documents Upload Guideline](#)

[Download 600 DPI scanning Guideline](#)

[Download Fingerprints Upload Guideline](#)

Supporting Document Type *

Fingerprints

▼

2

- Uploading of fingerprints is mandatory.
- Fingerprints will only be acceptable on the prescribed fingerprints form
- Fingerprints form allowed document size is 15 MB
- Downloaded form must be scanned at atleast 600 dpi

+ Browse


↗ UPLOAD

⊗ CANCEL

3. Click **Browse** 3 button.

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4. Find and select the file to be attached **4**

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Supporting Document Type *

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Open

File name: fingerprints.png All Files (*.*)

Open **Cancel**

+ Browse **UPLOAD** **CANCEL**


5. Click **Open** **5**

6. The field is populated with the selected document **6**

Application Supporting Document(s) / Fingerprints

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7

6

11

7

6

11

8

Document Type	Action
Fingerprints	9 View Document 10 Remove
Copy of Passport Page No 29	View Document Remove
Copy of Previous Passport	View Document Remove
Copy of CNIC/NICOP	View Document Remove

12

SAVE

7. Click **UPLOAD** **7** button.
8. This displays the document uploaded in the **Documents** Section. **8**
9. Uploaded documents can be viewed by **View Document** **9** button.
10. An uploaded document can be removed by clicking on **Remove** **10** button.



Click **X** **11** if you want to stop attaching a document to your application.

You have successfully attached a document to your Application

11. Click on **Save** **12** button to proceed.