



IMPORTANT DATA FOR THE PASSPORT REGISTRATION (FOR THE APPLICANT):

Requirements:

- Data entry form completed by the applicant in 2 copies.
- Photographs white, light blue or light gray, **light tones** (4 cm x 5 cm.).
- Passport expired (original and photocopy) and / or identity card (original and photocopy).

How to fill out the form:

- The applicant should only fill in the data at the bottom (data Filled by the applicant) and leave the top empty.
- Register the paternal, maternal and married or widowed surnames if Corresponds. During the printing of the passport, the three Surnames, because, owing to ICAO international standards, only Two surnames are printed, so if the form is filled in the field of Spouse's last name will be stamped with this last name, leaving Outside the maternal surname. The procedure is similar in the case of Widows.
- In case of differences between the data recorded on the form (Ex. married, divorced, etc.) and the identity document and / or passport, the corresponding supporting document must be attached (Ex. certificate Marriage certificate, birth certificate, etc.) that certifies this difference.
- If the applicant has two or more names, they must be included in the Field 2do. NAME of the form, according to the document presented (ID. or passport).
- You should only print the first sheet.
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Photo Features:

- The photograph must be front, with both eyes, face and shoulders visible
(Photos are not accepted if there are taken by side or sloping photos, with hair covering the face).
- 75% of the image must be occupied by the face of the person.
- The image should be clear, must have no shadows.
- The illumination of the photo should be uniform and appropriate to the Photography, maintaining the natural tones of the skin.
- **No hats, scarves, scarves, garments with turtlenecks or other additions.**
- The photograph must be the current picture of the bearer.
- The photo should have no borders.
- The person should not be smiling or gesturing (**must have mouth closed**).