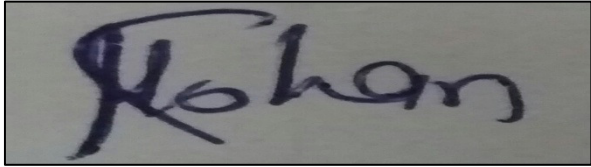
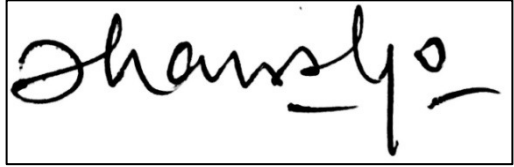





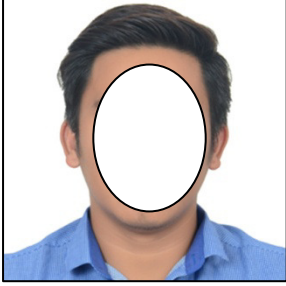

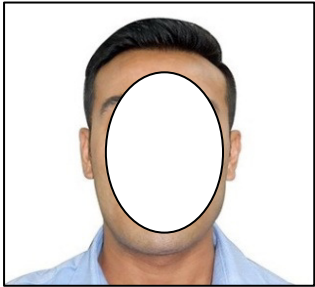




## DIRECTORATE GENERAL OF SHIPPING

### IMPORTANT NOTICE REGARDING PHOTO & SIGNATURE FOR ALL ONLINE APPLICATION

| Don'ts <span style="font-size: 2em; color: red;">✗</span>   | Do's <span style="font-size: 2em; color: green;">✓</span>                             |
|---|---|
|    |    |
| <p><b>OBSERVATION:</b> Do not scan signature on MOBILE. Scan signature properly on Scanner machine with <b>WHITE BACKGROUND</b>.</p>  | OK <span style="font-size: 2em;">✓</span>   |
|    |    |
| <p><b>OBSERVATION:</b> Signature not accepted with <b>GREY BACKGROUND</b>. Scan signature properly on Scanner machine with <b>WHITE BACKGROUND</b>. Crop signature part removes all blank portions and Re-upload it in HORIZONTAL Manner.</p> | OK <span style="font-size: 2em;">✓</span>   |
|    |  |
| <p><b>OBSERVATION:</b> Do not upload scan photo or take photo of the photo. Collect soft copy of the photo from photographer with <b>White background</b> &amp; showing 70% facial area &amp; upload it</p>                                   | OK <span style="font-size: 2em;">✓</span>   |
|    |  |
| <p><b>OBSERVATION:</b> Do Not upload photo in T-Shirt or in Casuals. Upload photo in <b>PROPER FORMALS PLAIN SHIRT / COAT</b>.</p>  | OK <span style="font-size: 2em;">✓</span>   |
|    |  |
| <p><b>OBSERVATION:</b> Do not upload photo Like above Image. Collect soft copy of the photo from photographer with <b>White background</b> &amp; showing 70% facial area.</p>   | OK <span style="font-size: 2em;">✓</span>   |
|    |  |
| <p><b>OBSERVATION:</b> Do not upload photo Like above Image. Collect good soft copy of the photo from photographer with <b>Plain shirt / Coat (Not checkered)</b> &amp; showing 70% facial area.</p>  | OK <span style="font-size: 2em;">✓</span>   |

\*NOTE: FACE SHADED IN THE PHOTOGRAPH TO AVOID IDENTIFICATION

Please read and comply with Photo & Signature Guidelines as detailed in next page

## GUIDELINES FOR PHOTO & SIGNATURES

All Seafarers are hereby requested to upload Photo & Signature in Correct Manner as shown above in DGS E-Governance for processing of their online Applications promptly.

### General Photo Guidelines

#### **Photos must be:**

- In color
- Photo size to be 35mm x 35mm
- Taken within the last three months

#### **Photo Composition Requirements**

- The photo must have a plain white background with face being 70% of the photo (measure between 24mm to 28mm)
- You must face forward with eyes open and a neutral facial expression
- The lighting must be even, with no obscuring shadows or glare
- On the printed photo, your head must measure between 24mm to 28mm from the top of your head to your chin.

#### **What Should I Wear in My Photo?**

In your passport photo, you **may not** wear any of the following items:

- Eyeglasses of any type including sunglasses
- Hats
- Headbands, hair bows, or head scarves\*
- Uniforms with peak caps, epaulettes etc

*\*If you wear religious headgear, such as a yarmulke or headscarf or turban, you may wear this in your photo. Your headgear must not obscure your face in the photo.*

#### **Suggestions for attire:**

- Make sure your hair does not cover your face, make sure your eyes are both visible.
- A collared shirt or a top with a high neckline is recommended. Due to the cropping of the photo, if you wear a shirt with a wide or low neckline, you might wind up looking like you are not wearing clothes at all!

#### **Can I Take My Own Photo?**

It is recommended that you have your photos taken professionally. However, you may take your own photo as long as you have the right dimensions and quality of passport photo and meet all the photo guidelines. Here are our suggestions on how to take your passport photo:

- Use a good quality digital camera, not a smart phone or other mobile camera device
- You may use the red-eye reduction feature on your camera, but you may not do any digital editing after the photo is taken
- Make sure your photo is at least 300dpi & size preferably below 1mb

### General Signature Guidelines

- The candidate himself/herself should sign on a white paper with a black ink pen
- The signature must be signed only by the applicant and not by any other person
- Dimensions 3.5 cm x 1.5cm (preferred)
- Ensure signature to be selected/highlighted and scanned and not the entire page

**Your Co-operation will be highly appreciated.**