

How to Upload Your Passport Photo – Step-by-Step Guide

Step 1. Prepare a Photo of Your Passport

Before uploading, make sure that the passport photo meets the following requirements:

- Take a photo or scan only the passport biographical data page (the page containing the photograph and personal details);
- The entire page must be clearly visible, including all four corners;
- The passport must be valid and meet the requirements for visa application submission;
- Correct orientation: landscape (the image must not be rotated).

The photo must be:

- clear and in focus;
- well-lit (without shadows or glare, preferably in daylight);
- free from fingers, hands, or any foreign objects;
- free from reflections, flash marks, stains, folds, scratches, or damage;
- free from background elements (tables, other documents, etc.).

File format and size:

- Accepted formats: JPG, JPEG, PNG, or PDF;
- Maximum file size: 2 MB;
- Only one image (one page) may be uploaded.

If you are using an iPhone:

Go to Settings → Camera → Formats and select “Most Compatible” instead of “High Efficiency”. This will ensure full compatibility of the file format with the system.

Step 2. Upload Your Passport Photo

1. Locate the sample of a correctly photographed passport page on the website.
2. Click “Choose Files” below the passport page sample.

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3. After the photo has been uploaded and displayed, click “Continue” (the button is located in the upper-right corner above the uploaded image).

After clicking “Continue”:

- the system will automatically extract passport data using OCR technology;
- the recognized personal data will be displayed below the passport image.

Step 3. Review and Complete Your Information

- Carefully review and confirm all personal data extracted by the system;
- Enter your mobile phone number (enter country code 375 for the Republic of Belarus in the first field and your mobile phone number in the second field) and your email address.

This information will be used for verification purposes and for sending confirmation of your appointment booking, including detailed registration information. Please ensure that you provide a valid phone number, as you may be contacted to confirm your appointment after a slot has been allocated.

If all information is correct, click “Submit” at the bottom of the page.

If any information is incorrect:

- upload a clearer and higher-quality photo of the passport biographical data page and repeat the process: return to Step 2 and upload the photo again by clicking “Replace”.

Once the OCR process has been completed successfully, you will be automatically redirected to the video verification page.