



1st Shipley Scout Group (Windhill)

Group Scout Leader

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KISC/030215

Dear Parents,

3 February 2015

After looking into the group passport situation I'm pleased to say that we will be using a collective passport for the Kandersteg trip.

What does that mean?

If your child does not have a valid passport you will not need to purchase one. If your child does have a valid passport they will not need to take it with them, saving the worry of losing such a valuable (and costly!) document.

What do you need to do

The cost of the collective passport will be met by the trip funds so no additional payment needs to be made. You do however need to fill in the attached form (please advise if your child was born outside of the UK as you will need to fill in a different form) and supply a passport photo.

Photo criteria

The photos:

- Should be of a **similar** quality to standard passport photos (see attached guidelines)
- Shouldn't have been previously used on another document
- Must **not** be laminated or photocopies

You can use school photos as long as they don't have 'PROOF' written across them. You **can** also use printed digital photos.

To allow us time to apply and have the passport returned in time, please could you return the attached form with a passport photo via your section leader by **Tuesday 24 February**.

As always, if you have any questions please get in contact.

Yours in Scouting

Lee Farrow

Assistant Group Scout Leader / 2015 International Camp Coordinator



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Passport photo requirements

You must make sure photos for your passport, driving licence or visa meet all the rules - your application might be delayed if you don't.

Check your application form to see how many photos you need to provide.

Photo size

Your photos must be professionally printed and 45 millimetres (mm) high by 35mm wide - the standard size used in photo booths in the UK. Standard sizes in photo booths outside the UK can be different - make sure you get the right size.

You can't use photos that have been cut down from larger pictures.

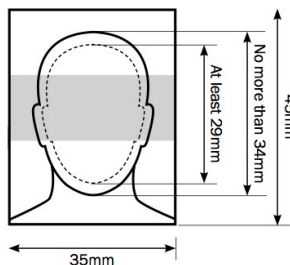
The photos

Your photos must be:

- in colour on plain white photographic paper
- taken against a plain cream or light grey background
- identical
- taken within the last month
- clear and in focus
- without any tears or creases
- unmarked on both sides (unless a photo needs to be countersigned)
- unaltered by computer software

The image of you

Your photos must show a close-up of your full head and shoulders. It must be only of you with no other objects or people.



The image of you - from the crown of your head to your chin - must be between 29mm and 34mm high (see example below).

Your photos may be rejected unless they show you:

- facing forward and looking straight at the camera
- with a neutral expression and your mouth closed
- without anything covering the face
- in clear contrast to the background
- without a head covering (unless it's worn for religious or medical reasons)
- with eyes open, visible and free from reflection or glare from glasses
- with your eyes not covered by sunglasses, tinted glasses, glasses frames or hair
- without any 'red eye'
- without any shadows in the picture

Photos of children

Children must be on their own in the picture. Babies must not be holding toys or using dummies.



Children under 6 don't have to be looking directly at the camera or have a neutral expression. Children under 1 don't have to have their eyes open. If their head is supported by a hand, the hand mustn't be visible in the photo.

Photos dos and don'ts

