

Photo and Signature Scan & Upload Process

Guidelines for Scanning the Photograph & Signature:

Before applying online via Non Aadhaar Registration, applicant will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below. Your online application will not be registered unless you upload your photo and signature as specified. On uploading your photo and signature as specified, your online application will be provisionally registered.

Note:

- a) In case the face in the photograph or signature is unclear, the application may be rejected.

- b) In case the photograph or signature is unclear, the applicant may re-upload his photograph or signature

Instructions for Uploading Photograph :

- A) The size of the photograph should fall between 5KB to 20KB
- B) Photograph Format should be JPEG.
- C) The width of the photograph should be 160 pixels.
- D) The height of the photograph should fall between 200 to 212 pixels.

Instructions for Crop Photo :

If you do not have photo in the mentioned size you can go through the below link to upload & crop photo. Steps are as below -

A) Click on link to crop photo – Button is provided below and after click www.icrop.mahaonline.gov.in link will get displayed in new tab.

B) Select option for "Crop photo" for Cropping the Profile Photo.

C) Click on Choose File from desired location of Computer hard drive and click on Upload Files.

D) Image will be displayed on screen where user needs to select the box area and click on Crop Image

E) User needs to click on Download button to save the cropped image file

F) The saved image file can be then used in the system.