

Passport Photo Instructions

Your photo will be reviewed within 24 hours on weekdays (Mon-Fri) to check that it meets the criteria the police have set. Photos taken during the weekend will be reviewed on Mondays.

If your photo meets the police criteria, we will send it to the Police License Administration's photograph server. You will receive the photograph retrieval code from the police by email and by text message sent by the police.

On the police server the photo will be usable for 6 months for any application that is listed below. For the application, you will need to use the photograph retrieval code you will receive from police.

The photo can be used for the following applications:

- passport
- identity card, temporary identity cards
- security steward licence
- security guard licence
- temporary security guard licence
- security officer licence
- firearms handling permit
- immigration matters (residence permit, renewal of residence permit card, residence card for the family member of an EU citizen, alien's passport, refugee's travel document)

Need a picture for a driving licence? **NB:** We only offer electronic photos that can be used for a driving licence only after the photo has been approved to any other application mentioned above.

Otherwise you will need a paper picture. Unfortunately we do not print pictures.

Instructions for taking your passport photo

1. Buy the code card at the cashier. The price is 9,90€ per person/code.
2. Go to the passport boot and enter the code on the device.
3. Take your picture following the criteria:
 - Look directly into the camera lens, not on the screen.
 - Mouth has to be closed.
 - Neutral expression, no smiling.
 - Face straight towards the camera.
 - If you have glasses, we recommend taking pictures without them.
4. When you are happy with your photo and you think it meets all the criteria, click through until the machine asks for your email address and phone number.
5. Press "LÄHETÄ" to send your photo to us.

Downloading pictures for your personal use

Go to: www.passikuva.tf

Use the same email address and code you used at the booth.

The passport photography process at a Tailorframe booth

1. AT THE STORE

Buy the code card at the cashier.

*1 code = 1 person
price 9,90 €*

At the device, insert the code and follow the instructions to have your picture taken.

You can take the picture as many times as you need.

Check your contact information before submitting the picture.

If the picture is not taken according to the guidelines, it will be rejected in the manual review. The Police is very strict with the criteria.

2. PHOTO REVIEW

Tailorframe reviews the photo on weekdays (Mon-Fri) within 24h between 10 am - 3 pm.

A picture that meets the police criteria will be submitted to the police. You will then get a notification to the contact details you gave.

You will get an email if the picture is rejected.

Taking a new picture to replace a rejected one: use the same code as you used originally, no extra cost.

NB: please check the junk folder of your email if you have not received any information about an approved or rejected photo within 24h of taking your picture.

3. POLICE ADMINISTRATION

Once the reviewed photo has been saved to the Police License Administration, you will receive the photograph retrieval code* to use in your official application.

The Police will make the final decision if the photo is acceptable to your application.

If the Police rejects the photo, you can take a new picture at the booth at no extra cost, using the original code.

The Police photograph retrieval code is a **different code than the 10-digit code you used to take your photo.*

4. AT HOME

You can attach your photo to the application using the 7-digit retrieval code you received from the Police administration.

If you have used the same email address for photos of several people: once you enter the retrieval code to the application, you can identify which picture is of which person.

You can download the approved picture to yourself using the code you purchased at the store.
Go to: www.passikuva.tf



Customer service: passikuva@tailorframe.com

NB: You will have two different codes

The first code (10 digits) is for taking your picture at the booth and for downloading it to yourself at www.passikuva.tf

The second code (7 digits) is photograph retrieval code for attaching your picture to police/migri applications. You will get this code within 24 hours from taking the photo (on weekdays). This code will be sent to your email and phone number you gave while taking a photo in our automatic. If you don't get this code, please check your trash mail before contacting our customer service.