
Please follow the below instructions for Thumb Impression Upload

C. THUMB IMPRESSION

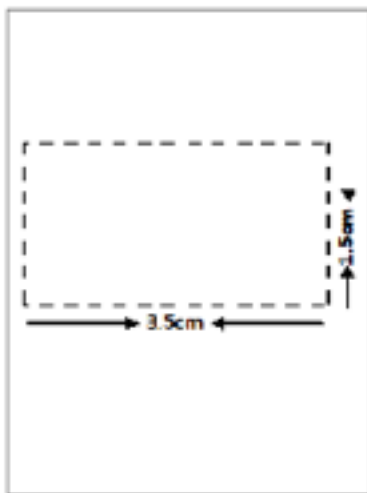
Instruction for preparing digital image of thumb print



Taking a thumb-print

- a. Draw a box of 3.5 cm x 1.5 cm (width x height) on a white sheet of paper (you may draw more than 1 box to take multiple thumb print and select the best).
- b. Use a fresh **blue/black colour ink pad**.

- c. Practice on a sheet of paper to get the proper thumb-print especially the density or darkness of the colour. The impression of the print should be clear and readable; neither dark nor smudged or light.
- d. Clean your hands and dry them before you begin (oil/dirt can obscure the prints)
- e. Gently press your **LEFT THUMB** against the ink pad and take a horizontal print of your left thumb within the box. Do not press too much or wriggle as it may lead to smudging of print. Preferably take impressions of thumb in more than box.

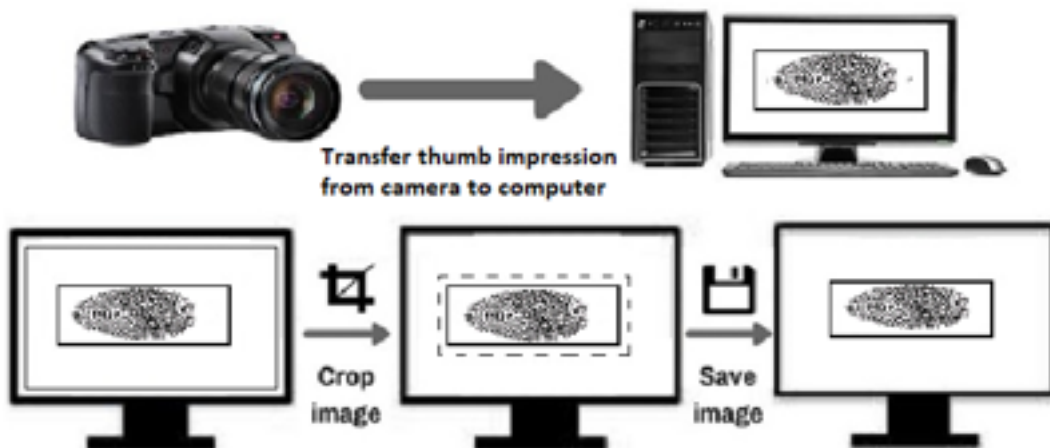


Draw a box of 1.5cm x 3.5cm for Left thumb impression



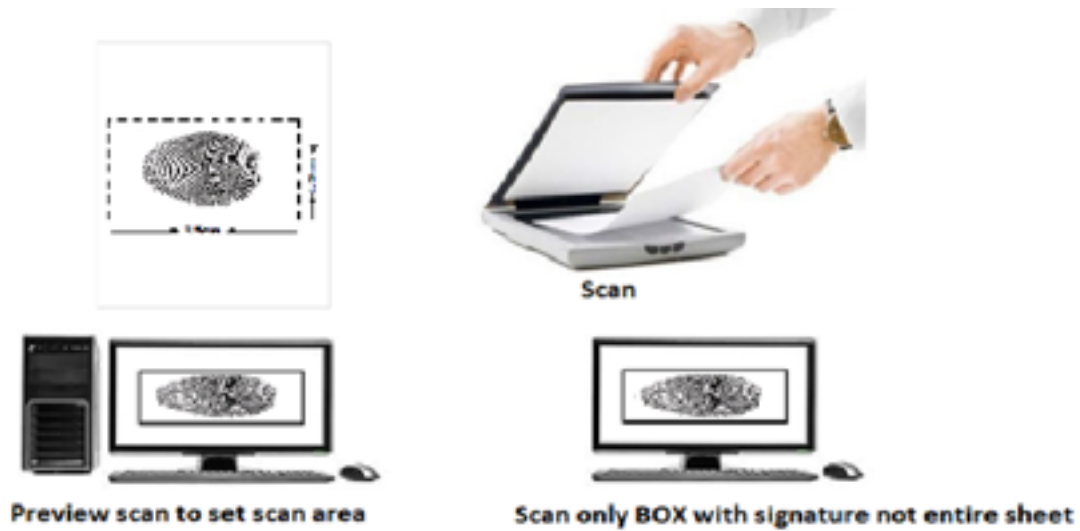
Left thumb impression within the box

I.PREPARING DIGITAL IMAGE OF THUMB IMPRESSION USING A DIGITAL DEVICE (CAMERA)





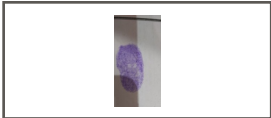

























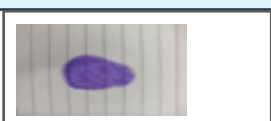
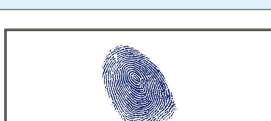
II. SCANNING THE THUMB IMPRESSION








- a. Set the scanner to 200 dpi.
- b. Save the scanned image of thumb-print as .jpg/ .jpeg format.
- c. Crop only box area.
- d. The size of image should be less than 80kb. Size of the image can be checked by right click on the image and then go to "Properties" link.



INSTRUCTIONS FOR ACCEPTABLE THUMB IMPRESSIONS

Not Acceptable Signature	Reason for Rejection	Acceptable
	Thumb impression in other than blue or black ink	
		
	Thumb impression taken via mobile phone/camera with dark background	

			
	Incomplete thumb impression		
			
	Picture of thumb instead of impression		
			
	Thumb impression uploaded is partly cropped / not scanned completely.		
			
	Thumb impression is not clear		
			
	Dry thumb impression		
			
	Thumb impression not in plain white background		

			
	Thumb Impression obscured by too much ink.		
			
	Thumb Impression is too small; uploaded full A4 size sheet instead of box alone	