

# Best Practices for Document Verification

✓ All 4 Edges of the document should be visible

✓ A dark/high contrast background should be used

✓ At least 90% of the image should be the document

✓ Capture image from directly above the document

✗ No flash to reduce glare

✗ No black and white documents

✗ No recapture of an already existing image

✗ No expired IDs

## ✓ Getting It Right



## ✗ Getting It Wrong - Format & Image Quality

Make sure that your image is in the right format (JPG, BMP, PNG or TIFF) and at least 300dpi.



## ✗ Getting It Wrong - Rotation

Make sure that the image is properly aligned, not rotated.



## ✗ Getting It Wrong - Alignment

Make sure the image is properly aligned, not tilted or skewed.



## ✗ Getting It Wrong - Image Clarity

Ensure that there is no glare or shaded areas on the image.



## ✗ Getting It Wrong - Cropped Area

Make sure the image is tightly cropped with minimal background (likewise that the whole of the document image can be seen).



## ✗ Getting It Wrong - Obscuring The Image

Make sure that the whole of the image is visible and is not partly obscured in any way. This includes taking a copy of a thumb or finger over the document.

