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# How to do Digital Passport Photos for Ireland Passport Online

The Irish Department of Foreign Affairs website (<https://www.DFA.ie>) offers an online service for passport applications and renewals. Applicants need a **digital** passport photo for this. ID station owners in the UK and Ireland that are certified by the DFA can use the photo code ("I have a code") option on the DFA website. ID station owners in other countries need to use the "Upload Photo" option on the DFA website to submit their digital photo. This document describes how ID station owners can provide a digital passport photo to applicants so they can use this "upload" option.

## Provide a digital passport photo to the applicant

Important: the ID station owner must select the **United Kingdom Online Renewal** template! Online templates can be found under their own category when choosing a country template. Select 'Show templates for ONLINE applications' and select the country template you need.

By selecting the "United Kingdom Online Renewal" template the software will generate a passport photo that matches the requirements for the "upload" procedure. Do not use Ireland Passport online template as it will generate a digital passport photo intended to be used in the "I have a code" procedure. These requirements are different unfortunately.

After taking the photo and checking the result of the auto-processing of the Photomatic software you need to upload the photo to IDstation.online. You sell the print-out to the applicant. The print-out will look like this:



This is a printed copy of your passport photo.  
The **digital** passport photo itself is saved using this **code** :



**HOW DOES IT WORK?**

You need this code when applying online for a passport at [www.dfa.ie/passportonline](http://www.dfa.ie/passportonline)  
Follow the instructions on the website and select "I have my code" at the provide a photo page. Choose **IDstation.online** as your Photo Provider and enter the above **code** to access your photo. We follow the **GDPR** regulations for storing your photo. Manage and download your photo at [www.IDstation.online](http://www.IDstation.online).

**Date ordernr:** 13-06-2018-15-22-24-0  
**Photo for:** UK online  
**ICAO testresult:** ACCEPTED  
**Store :** DPS test room  
**Store street:** Franciscusweg 219  
**Store city :** 1216SE Hilversum  
**Store phone:** +31 35 642

The applicant takes the print-out home and must, to use the digital version of the print-out, follow this procedure:

### Applicant

The applicant must go to the IDstation.Online website ( <https://idstation.online/> ) and enter the unique code that is on the print-out. The IDstation.online website will collect the digital photo that is securely stored by IDstation.online and will show it on screen. Now the applicant can click on the download button to download his digital passport photo onto his device.

Now the applicant can go to the DFA website to renew or apply for his passport. When being asked to provide the photo, he should select **Upload Now** under the **Photo Provider** tag.

Select the file that was downloaded from IDstation.online.

NOTE: FOR UK Passports and Digital photos, use the same **United Kingdom Online Renewal** Template. Using any other UK template will not generate the code required for the digital photo.