# **Document Upload Guide**



Before you start attaching files to your application, please remember:

- There is a limit to the type and size of file that you can attach.
- If you attach low quality scanned documents, it might slow down the processing of your application.

## Type of files

We are able to accept the following types of files:

- .JPEG
- .JPG
- .PNG
- .PDF

## Size of files

We are able to accept the following sizes of file types:

- Supporting document: 5 MB
- Form: 5 MB
- Photograph: 5MB

### Naming tips

When naming your files to be attached to an online application only use numbers 0–9 and letters A–Z (upper and lower case), dashes '-' and underscores '\_'.

You must avoid using spaces '', periods '.', ampersand '&', hash '#', star '\*', exclamation marks '!', quotations " "" and any other character that is not a letter, a number, a dash or an underscore.

When applying in Pak-Identity Application, you will be required to upload form and supporting documents.

## **Uploading Documents**

This guide explains the steps for attaching supporting documents to your Pak-Identity application.

1. After completing the other sections, you will land on the documents submission section in the end, check the required documents system is asking for, select the document type from the drop-down menu.

O Uploading of Fingerprint Acquisition Form is not required as applicant is minor	Document Upload Guidelines Photographs of supporting documents taken from digital camera or mobile
Supporting Document Type * Birth Certificate	phones are also acceptable <ul> <li>Supporting documents can be uploaded in jpg, jpeg , png and PDF formats</li> </ul>
birth p	Data acquisition form is only acceptable     in jpg, jpeg and png formats
Birth Certificate	Lownload Documents Upload Guideline
+ Browse + UPLOAD    CANCEL	A Download 600 DPI scanning Guideline
	Lownload Fingerprints Upload Guideline
Please provide Birth Certificate or Your Manual NIC     Please provide Father CNIC or Mother CNIC or     Family Member (Sibling) CNIC	Pak-ID app for Documents or Fingerprints
· · · · · · · · · · · · · · · · · · ·	You can also upload required documents or
Documents	scan fingerprints through Pak-ID mobile
Document Type Action	application. If you already have uploaded required documents or scanned fingerprints

#### 2. Click on Browse button

Application Supporting Document(s) / Data Acquisition Fo	orm 🗸				
• Uploading of Fingerprint Acquisition Form is not required as applicant is minor	Document Upload Guidelines <ul> <li>Photographs of supporting documents taken from digital camera or mobile phones are also acceptable</li> </ul>				
Supporting Document Type * Birth Certificate	<ul> <li>Supporting documents can be uploaded in jpg, jpeg, png and PDF formats</li> </ul>				
Document size should not be more than 10 MB	Data acquisition form is only acceptable     in jpg, jpeg and png formats				
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<ul> <li>Please provide Birth Certificate or Your Manual NIC</li> <li>Please provide Father CNIC or Mother CNIC or Family Member (Sibling) CNIC</li> </ul>	Pak-ID app for Documents or Fingerprints				
Documents	You can also upload required documents or scan fingerprints through Pak-ID mobile				
Document Type Action	application. If you already have uploaded				

3. Select the document to be attached and click open.

Application Supporting Document(s)	/ Data Acquisition F	orm					~
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Document Type	Action		application. If you alread	dy have up	loaded		

4. Click upload button and this displays the document uploaded in the documents box.

• Uploading of Fingerprint Acquisition Form is not required as applicant is minor		Document Upload Guidelines			
		Photographs of supporting documents taken from digital camera or mobile phones are also acceptable			
upporting Document Type	e *	Supporting documents can be			
Select	*	uploaded in jpg, jpeg , png and PDF formats			
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		application. If you already have uploaded			
Documents		required documents or scanned fingerprints			
Document Type	Action	through Pak-ID app, then Click 👌 icon to load			
Birth certificate	View Document   Remove	documents or fingerprints.			

5. Repeat the same process for uploading other documents.