



**Federal Democratic Republic of Ethiopia**  
**Ethiopian Revenue and Customs Authority**

**Biometric Data Capturing Procedure**

*Income Tax Proclamation No. 286/2002*  
*Article 43*



Rev 3.1 20140915

**Details of the place and officer/person capturing the Fingerprints of the applicant**

Country: \_\_\_\_\_ City/Town: \_\_\_\_\_

Office or Station name: \_\_\_\_\_

Officer / Person Name and Surname: \_\_\_\_\_

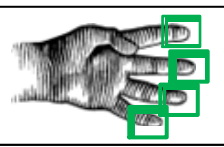
Officer / Person - Rank / Authority (i.e. Captain): \_\_\_\_\_

Date (ccyy-mm-dd): \_\_\_\_\_

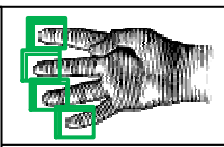
Signature: \_\_\_\_\_

Please affix portrait photograph here (glue, do not staple). Standard color passport photograph (45mm high x 35mm wide)

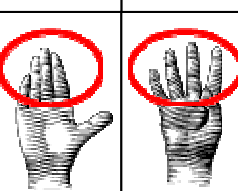
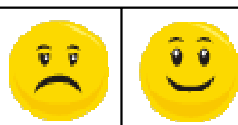
**Left Hand – Little, Ring, Middle, Index**



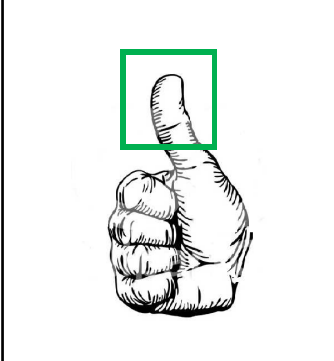
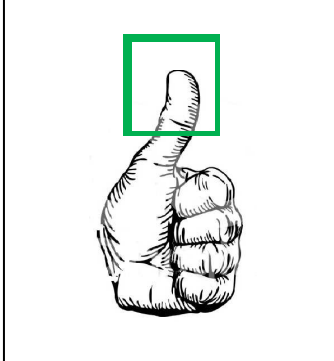
Mark a 'X' through the missing digit/finger



**Right Hand - Little, Ring, Middle, Index**



**Left Thumb + Right Thumb**





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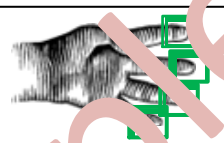
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#### Summarized Requirements for Photograph

- Rotation of the head shall be less than  $\pm 5$  degrees from frontal in every direction.
- Only one face allowed in frontal image.
- Eyes shall be open.
- Shoulders shall be "square on" to the camera.
- Lighting to be equally distributed on face.
- The region from crown to the chin shall be clearly visible and shadow-free.
- There shall be no dark shadows in the eye-sockets due to the brow.
- Diffused, balanced light sources shall be used.
- Only clear glasses allowed.
- Face image is horizontally centered.
- Ensure that the face is vertically positioned (not stretched).
- Minimum face image width to be at least 5/7 of the full image width.
- The resolution of the full images shall be at least 180 pixels of resolution for the width of the head, or roughly 90 pixels from eye center to eye center.

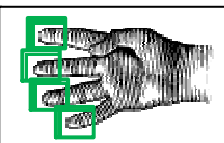


**Left Hand – Little, Ring, Middle, Index**

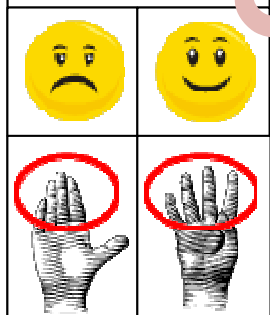


#### Fingerprint Requirements

- Please use only **BLACK** ink.
- Fingerprints taken should be flat and **not rolled**.
- Ensure that each fingerprint image is placed in the center of the box provided.
- Fingers should be spread slightly, not pressed together.
- Try not to slant the fingers.



**Right Hand - Little, Ring, Middle, Index**



**Left Thumb + Right Thumb**

