



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): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

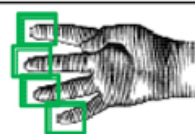
Signature: \_\_\_\_\_

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

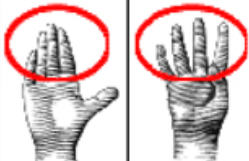
Left Hand – Little, Ring, Middle, Index



Mark a 'X' through the missing digit/finger



Right Hand - Little, Ring, Middle, Index



Left Thumb + Right Thumb





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Summarized Requirements for Photograph

- Rotation of the head shall be less than ±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.

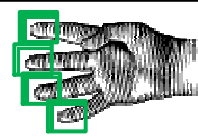


Left Hand – Little, Ring, Middle, Index

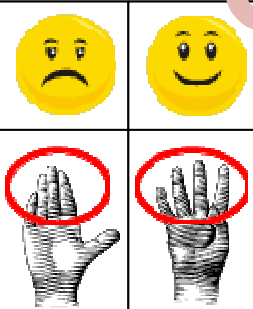


Fingerprint Requirements

- 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

