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## **AVOID THE TOP 4 MISTAKES of PASSPORT APPLICANTS!**

*Please read the application forms and instructions carefully so that your application is not returned or delayed due to errors.*

1. To avoid fraud, we only accept Money or Postal orders or Bank Drafts as payment. Personal checks and credit cards are not accepted.
2. For 1<sup>st</sup> time applicants: make sure you include a notarised copy of your ID. Photocopies of ID are not sufficient.
3. Please note carefully in the instructions where you need to send ORIGINAL DOCUMENTS. Photocopies are not sufficient in these cases.
4. Check the Photograph Guidelines carefully. Test your photo and ensure it meets the guidelines. Photographs which don't meet the test will not be accepted.