



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

01 September 2020

TO : ALL AIRMEN

FROM : DEPUTY DIRECTORY GENERAL FOR OPERATIONS/
Officer In Charge, Flight Standards Inspectorate Service

SUBJECT : ONLINE SUBMISSION OF PICTURE AND SIGNATURE SPECIMEN
FOR DATABASE

Please be informed that all airman that will request for a PEL number and Database can submit their completely filled up application form, picture and signature specimen to licensing@caap.gov.ph

The guidelines for the picture and signature specimen is as follows:

YOUR POSE

Your frontal pose looking directly at the camera lens and showing your full face must be used. Rotation or tilting of the head either in an up/down or left/right direction must be avoided. The mid points of the mouth and the bridge of the nose should lie on an imaginary vertical line in the center of the image.

EXPRESSION

Your expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes. Contrived expressions such as raised eyebrows, squinting or frowning are not acceptable.

SMILING

When having their photos captured, applicant may smile, but without showing their teeth and gums. The 'Mona Lisa' smile is recommended.

EYEGASSES/CONTACT LENSES

Eyeglasses should always be removed before capturing the applicant's photo. The use of contact lenses for medical reasons is accepted, provided that the contact lenses do not change the applicant's true eye color. Therefore, applicants are advised to take off their contact lenses before having their photos captured.

EARS SHOULD BE VISIBLE

As much as possible, both ears of the applicant should be visible.

EARRINGS/HAIR ACCESSORIES

These accessories should be removed prior to photo capturing. Frizzy/afro hairstyles should be neatly arranged showing full frontal facial image. The wearing of earrings is not allowed. Head coverings such as hats or caps are not allowed and should be removed.

CLOTHING

Sandos and tubes are strictly prohibited. Collared shirts are encourage.

- Photo must have a plain **WHITE BACKGROUND** only.
- Picture needs to have been taken within the last 6 months.

- Photos that are too bright or that show shadows on your face will be rejected. Remember, photo filters are good for social media, not your license photo.
- Selfies are also prohibited. Photos that are taken too close or too far away will be rejected.
- Low quality pictures will be rejected also such as blurry, grainy, pixelated, or printed on the wrong paper. Photos should be **HIGH RESOLUTION**.
- Photo required size 2 x 2 inches (51 x 51 mm) or passport size (35mm x 45mm)

SPECIMEN SIGNATURE

- A clear scanned copy of signature (in JPEG or PDF format)
- The signature must be legible & consistent

example of signature:



For your information and guidance



CAPT. DONALDO A MENDOZA
Deputy Director General for Operations/
Officer-In-Charge, Flight Standards Inspectorate Service