

# Scan Your Documents with Your Smartphone!



Did you know you can scan documents using your smartphone for the U.S. Department of State? Both Android and IOS smartphones come with pre-loaded applications (apps) that enable document scanning! There are also several **free software apps** available for download that are compatible with most smartphone models.

These apps allow you to use the camera on your phone to capture multi-page documents and turn them into .pdf files to upload as part of a Department of State application. You can determine what apps are available on or compatible with your phone by searching for “**Document Scanning Applications**” in your browser. Step-by-step written and video instructions are available for many of the apps on video streaming sites.

*PLEASE NOTE: There are varying file size limitations depending on the type of consular service or visa you are applying for. Do not exceed the limits listed: eCRBA: 10 MB, Immigrant Visas: 2 MB, Visa Photos: 240 KB.*

## 8 Tips and Tricks for Better Quality Scans:



1 Smooth out documents so they can lie flat.



2 Take your photos in a well-lit room or in direct sunlight.



3 Take photos facing the light so your shadow doesn't fall on the paper.



4 When available in an app, use the camera flash to help illuminate the paper.



5 Take the photo so the paper fills the screen without cutting off any of the document.



6 Use the “crop” tool in the application to remove any remaining background.



7 Save the scan as a .pdf file with a name that is easily recognizable.



8 Email scans to a trusted email account or save them to the cloud.

