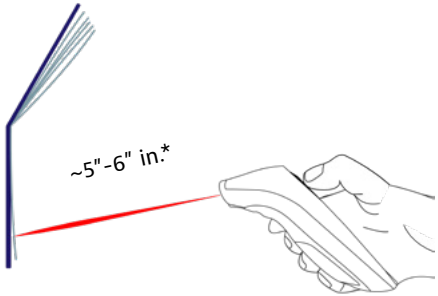
HOW TO SCAN PASSPORT AND TRAVEL DOCUMENTS

Scanning OCR fonts are like taking a photograph with a barcode scanner.

1. Hold your scanner 5-6 inches away and center your beam.



*Ensure scanner is at an angle when scanning reflective surface/glare.

2. Press, while holding the scanner steady, to capture the OCR data.

Practice scanning using sample passport/travel document below

Passport

Travel ID