

FIFA Connect

Scanning Guidelines

Version Control			
Version	Author	Date	Changes
1	Yanick Eugenie	01-08-2022	First draft
2	Miguel Revera	21-02-2024	Added recommended apps
3	Miguel Revera	05-02-2024	Preferred document format of PDF
4	Miguel Revera	04-08-2026	WhatsApp Document Scanning option

Scanning Guidelines and Checklist

All documents for submission to the SFF must be scanned and converted into an electronic document as per the scanning requirements below. Digital copies of original paper documents must meet the standard for quality and accuracy to support their authenticity. Documents that do not meet the requirements will be rejected. Please read the guidelines below to ensure your registrations are processed promptly.

Preparing Documents for Scanning:

- Ensure the original documents are clean and free of dust and dirt.
- Ensure the original documents are straightened out and flat before scanning.
- When preparing documents for scanning, be careful not to damage the paper or obscure the information on the original document.

Scanning Equipment:

- The SFF recommends the use of a freestanding scanner, such as one attached to a printer/copier.
- If using a freestanding scanner with a document feeder, be sure that the document remains straight as it moves through the scanner. If not, scan the documents individually on the glass.
- If scanning using a mobile device, you may use one of the following apps: **Adobe Scan App** ([iPhone](#), [Android](#)), **Microsoft Len Scanner App** ([iPhone](#), [Android](#)), **Files App** ([iPhone](#)), **Google Drive Scan App** ([Android](#)), **Cam Scanner App** ([iPhone](#), [Android](#)), or **Scanner Pro** ([iPhone](#)).
- If using a scanner app, align the device directly over the document and not at an angle, so that the image is captured clearly.

Acceptable File Formats:

- **PDF (.pdf)** is the preferred file format for submissions.
- Note: **JPEG (.jpeg), JPG (.jpg) or PNG(.png)** formats may be acceptable if you are unable to scan into **PDF (.pdf)** format. However, the quality must be very high quality otherwise documents will be rejected and not approved.
- Submit each required document as a single computer file. For example, National ID Number copy, Passport Copy, and GOP would be scanned as three separate files, not as one file.

Resolution:

- If your scanner app is presenting options to change the quality/resolution of the scans, select Dots Per Inch (DPI) between 300dpi and 600dpi, not less and not more.
- Scan original documents at 100% image size, meaning do not attempt to resize the image/document after the scan. Do not reduce or expand the scanning settings.
- If available, ensure the correct page size is selected e.g. if scanning an A4 document, ensure A4 is

selected as the paper/page size. If scanning a document with unknown page size such as a passport data page, default to A4. Scan to fit the page; this process helps to maximize the quality of the scanned image.

- All information on the original document must be clear and legible on the scanned copy. For example, any handwritten signature, stamp, or seal impression must be fully visible and readable on the scan.

Flash:

- If flash is used because the photo scan is being taken in a poorly lit environment, make sure the flash does not reflect on the document.

Colour Settings:

- Scan all original documents, such as identification documents, in colour.
- **Do not scan in greyscale/black & white.**



File Size:

- Maximum file size per document is **8MB (megabytes)**.
- **Do not compress or zip files.**
- The smallest side of the image (height is the smaller side if the image is landscape, and width is the smaller side if the image is portrait) must be not less than 1000 pixels

Quality Assurance Check:

- After a document has been scanned, open the file, and compare to the original paper document. Ensure the following requirements are met before submitting to the SFF:
 - All areas in the original document are scanned (i.e. nothing is cropped or cut off).
 - Colour is accurate compared with the original document.
 - Scanned documents are clear and legible: the smallest text should be readable and not

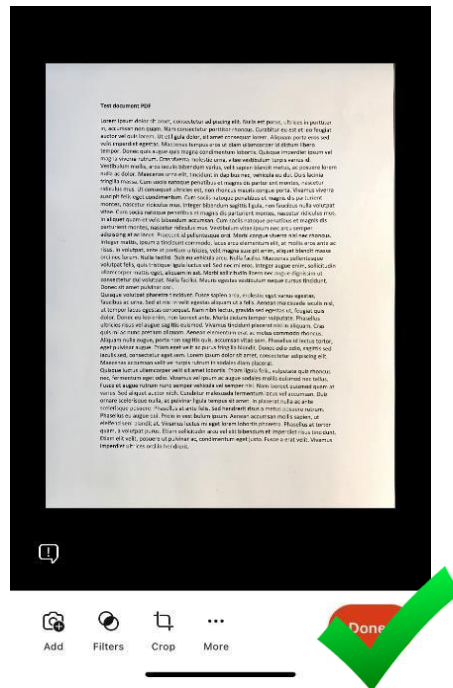
blurry; stamps and seal impressions must be clear.

- Scanned documents are not dark and do not have shadows or dark spots. Use good lighting, use a flash if needed, and use the scanner app settings to adjust brightness.
- Scanned documents in the file are orientated so it can be read across the screen, rotate any documents that are sideways or upside down.
- Ensure the document or ID is cropped and takes up the majority of the image. The background table or desk must not be majorly visible. Below is an example of an unacceptable photo/scan



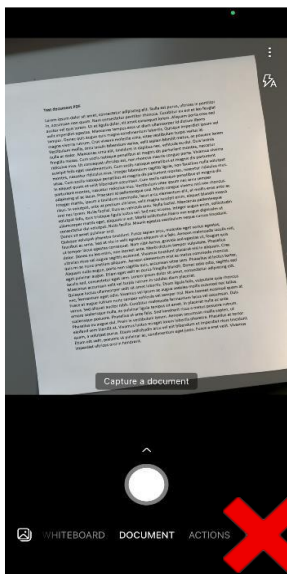
- If the scanned document does not meet the requirements above, adjust your scanner settings or re-position your document and scan it again.

ACCEPTABLE SCAN:



NOT ACCEPTABLE SCANS:

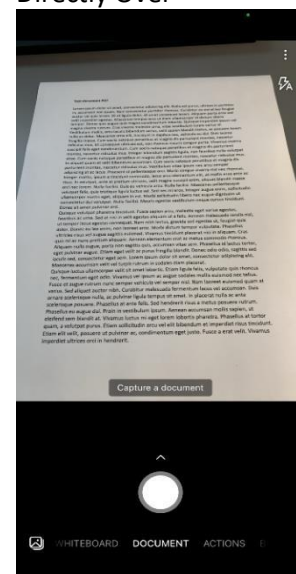
Not Straight or Aligned



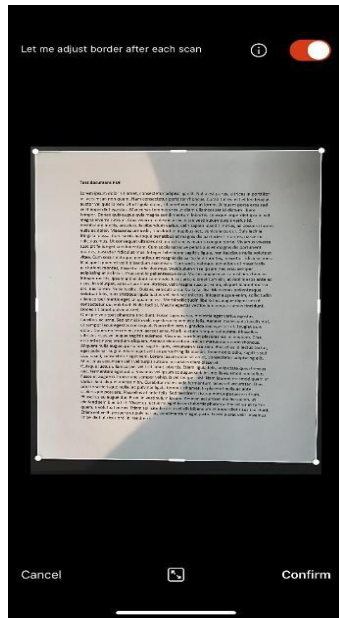
Not Scanned to Fit the Page



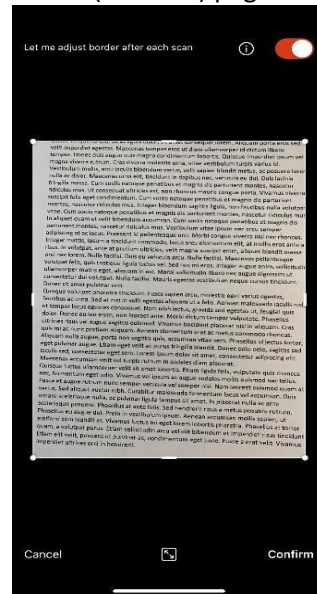
Skewed, Not Scanned Directly Over



Shadows on Document



Not scanned to capture whole (100%) of page.



Recommended Apps

- For Android (Samsung, Huawei, Oppo etc..)

WhatsApp Document Scan

<https://www.youtube.com/shorts/hpRautYzNOc>

https://play.google.com/store/apps/details?id=com.intsig.camscanner&hl=en_US&gl=US

- For iOS (iPhones)

<https://apps.apple.com/us/app/camscanner-pdf-scanner-app/id388627783>

Any questions, please contact **FIFA Systems support** at: fifasystems@sportsesel.sc