Instructions for scanning of documents for FCRA System

We hear a lot of complaints about PDF files produced from scanned pages. Either the document is too large or the quality is poor. In cases where document size is too large system does not allow to upload or it needs higher Internet connectivity. Documents with poor quality shall not be able to fulfil the requirement of the Ministry. Applicants are advised to follow the following instructions while scanning the documents:

1. Clean the scanner glass before scanning the documents.

2. Scan all the documents with grey scale 200 DPI and scan to PDF format only.

3. Signatures are to be scanned with grey scale 200 DPI and stored in JPG format.

4. Scanning in JPG/ PNG format and then converting to PDF, increases the file size.

5. Never use mobile phones for scanning of documents or signature.

6. Scan all the documents in grey scale with 200 DPI and scan to PDF format only. Only signatures are to be scanned and stored in JPG format.

7. Large PDF file can be compressed to smaller size using Adobe Acrobat. The detailed procedure is available at url (http://www.wikihow.com/Compress-a-PDF-File)

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