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http://www.lupakuvienvastaanotto.fi
WHAT IS THE LICENCE ADMINISTRATION PHOTO SERVER?

The Licence Administration Photo Server is a system through which passport photos are delivered to licensing authorities in electronic format.

How to submit a photo to the photo server

1. The photo is taken by a photographer.
2. The photographer logs onto the server and submits the photo.
3. A photo receipt containing an individual image code for the photo is printed out or sent to the customer.

Is the customer required to provide personal information to the photographer for the server?

If a personal identity code is attached to the photo, the licensing officer will not have to spend time locating the photo in the system, but it can be found automatically. Name alone can sometimes be sufficient for automatic retrieval.

The customer is not, however, required to provide this information to the photographer, as the photo can always be located using the image code. For this, the customer must still be in possession of the photo receipt.

With no information attached to the photo and the receipt missing, finding the right image requires a lot of work.

How to attach the photo to your application

1. The photo receipt is presented to the officer when filing the licence application.
2. The officer will retrieve the photo from the server.
3. The officer will assess the quality of the image. If it meets the quality standards, it is attached to the application. If not, the customer will be issued a rejection form, which should then be presented to the photographer.

What types of applications can the image be attached to?

In the early stages of the system, an image stored on the server can be attached to passport and identity card applications. Eventually, the option will also be available for other types of licence.

An image can be retrieved from the server up to six months after its entry into the system. A photo cannot be more than six months old when it is attached to a passport application.

After an image has been rejected at one service point, it cannot be attached to an application at any other service point.