

# Biometrics Appointment Procedures

## 1. Receive Appointment Notice

Wait for your official biometrics appointment letter that includes your scheduled date, time, and location.

## 2. Prepare Required Documents

Gather all necessary documents such as the appointment notice, valid photo identification (passport, driver's license, etc.), and any other documents specified in the notice.

## 3. Arrive at the Location

Arrive at the biometrics center at least 15 minutes before your scheduled appointment time.

## 4. Check In

Upon arrival, present your appointment notice and photo identification to the officer at the entrance.

## 5. Complete Biometrics Collection

An officer will guide you through the process of collecting your fingerprints, photograph, and signature as required.

## 6. Receive Confirmation

Before leaving, ensure you receive a confirmation that your biometrics have been successfully taken.

## Contact Information

If you have questions or need to reschedule, contact the agency using the information provided in your appointment notice.

## Notes

- Follow all posted instructions and comply with COVID-19 protocols if applicable.
- Late arrivals may be rescheduled and cause delays in your application process.

## Comments or Questions

Your Message: