



# Newfoundland and Labrador Pharmacy Board

## Policy

### Scanning Guidelines and Checklist for Document Submissions

All documents for submission to the Newfoundland and Labrador Pharmacy Board (NLPB) must be scanned and converted into a high-quality electronic document as per the scanning requirements detailed below. Digital copies of original paper documents must meet the highest standard for quality and accuracy to support their authenticity. Documents that do not meet the requirements below will be rejected.

#### 1. Preparing Documents for Scanning

- Ensure the original documents are clean and free of dust and dirt.
- Remove all staples and paper clips.
- 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.

#### 2. Scanning Equipment / Software

- If scanning using a mobile device, you must use one of the following approved apps: *Adobe Scan* ([iPhone](#), [Android](#)), *Microsoft Office Lens* ([iPhone](#), [Android](#)), *CamScanner* ([iPhone](#), [Android](#)), *SwiftScan* ([iPhone](#), [Android](#)). **PLEASE NOTE** that simply taking a picture with the mobile device's camera is NOT acceptable.
- When scanning using an app, align the device directly over the document, not at an angle, so that the image is captured clearly.

#### 3. Scanning Translated Documents

- Documents in a language other than English must be translated by a certified translator.
- The translated document must be stamped by the translator as authentic.
- Ensure the saved file for each translated document includes a scan of the original document followed by a scan of the translation.

#### 4. Resolution

- Scan original documents at high resolution and 100% image size. Do not reduce or expand the scanning settings.
- All information on the original must be clear and legible on the scanned copy. Any handwritten signature, stamp, or seal impression must be fully visible and readable on the scan.

#### 5. Colour Settings

- Scan coloured documents, such as identification documents, in colour.
- Scan notarized documents in colour.
- Scan original black and white documents, such as transcripts or letters, in black and white. Do not scan in greyscale.

#### 6. Saving Files

- PDF (.pdf) or JPG (.jpg) formats are the preferred file formats for submissions.
- Save each required document as an individual file. For example, proof of insurance and photo identification would be scanned and saved as two separate files, not as one file.
- If your original document is double-sided, scan both sides and save them as one file. For example, both sides of a birth certificate or Canadian citizenship card would be scanned and saved as one file.
- Do not compress or zip files.

7. Quality Assurance Check

- After a document has been scanned, open the file and compare it to the original document, ensuring the above requirements have been met, before submitting to the NLPB.
- If the scanned document does not meet the requirements, adjust your scanner settings or re-position your document and scan it again before submitting.

