

ID PHOTO GUIDELINES

There are several guidelines that you need to follow to ensure that your picture works with our system and also serves as an appropriate form of identification.

Technical specifications

The file that you submit must be a ".jpg" file.

Photo specifications

The photo must be:

- In color
- A recent picture taken within the last six (6) months
- Taken in front of a plain background
- One in which your body is oriented vertically, not horizontally
- One in which you are alone in the picture with no one else visible
- One in which you are looking forward with your eyes open and have a neutral facial expression (not smiling, frowning, laughing, crying, etc.)
- One in which we can clearly see your head and shoulders
- One in which you are not wearing hats or head covering (unless those items are worn daily for religious purposes, and in such cases those items must not obscure any facial features)
- Free from glare on eyeglasses (dark glasses are not permitted unless you have a medical reason for them)
- Taken with sufficient lighting that has no shadows

Appropriate image

We need a picture that looks like this:



Images that will not be accepted

This is too bright:



This is too dark (we need to be able to clearly see your face):



This is too close (we need to see your full head and shoulders):



In this one, you're not facing forward:



Nice art but you're not in front of a plain background:



Your friends are amazing, but you need to be alone in the picture:



No hats, please:

