

Guidance & Rules for ID badge Photos

The quality of your digital photo

Your photo must be:

- clear and in focus
- in colour
- unaltered by computer software
- at least 600 pixels wide and 750 pixels tall
- at least 50KB and no more than 10MB
- Saved as a jpeg

What your digital photo must show

The digital photo must:

- contain no other objects or people
- be taken against a plain light-coloured background
- be in clear contrast to the background
- not have 'red eye'

In your photo you must:

- be facing forwards and looking straight at the camera
- have a plain expression or you can smile
- have your eyes open and visible
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any shadows on your face or behind you

Do not wear sunglasses or tinted glasses. You can wear other glasses if you need to, but your eyes must be visible without any glare or reflection.





Approved



Don't look away from camera



No fashion hair covering



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No dummies



1 person only in photo



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Avoid covering face



Keep hair off face



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No glare on glasses



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