

## Photo ID (PID) Picture Guidelines | How do I take my own photo?

### No Selfies or Hats

- Only have a smartphone? You also need a buddy or camera self timer. Arm-length selfies are too close, causing distorted features.
- No head coverings other than those worn for religious beliefs or medical reasons



### Be a Natural Beauty and Keep your Eyes Open

- Please use a neutral facial expression or a natural smile.
- Photos must not be digitally enhanced to change your appearance (#nofilter)
- Photos must have been taken within the last 6 months.
- Both eyes must be open and clearly visible.
- You can wear glasses, if your eyes are clearly visible and there is no flash reflection.



### Look into the Camera

- Please look straight on into the camera; side or profile images will not be accepted.
- Your shoulders must be squared to the camera.

We can easily zoom in, but we can't zoom out! Please provide a landscape photo similar to the one below:

### Background and Photo Position Tips

- Photos must be taken against a blank white, or off-white wall without any patterns, holes, or scuff marks.
- Stand at least an arms length away from the wall so you don't cast any shadows.
- Shadows are unacceptable; Make sure there is no shade on your face or body.
- The camera should be more than 4ft away from your body, at your eye level.
- The photo must include empty space above your head and reach down to your belly button.
- Do not crop photos.
- Take photo in landscape orientation, not portrait.



### Technical Specifications

- Photos must be in color; black and white photos will not be accepted.
- Photos must be in focus; blurry photos will not be accepted.
- Minimum acceptable dimensions are 600 x 600 pixels (i.e. not grainy)
- Rename with Last name, First name and Employee #

