

Photo Identification Card Guidelines

(December 12, 2014)

The most important thing to remember is that these cards are for identification purposes, so the photo that you include should reflect that. It should be one which would be acceptable for a driver's license or passport. With that in mind, here are some specifics:

- ◆ The final product should be a vertical full face head-and-shoulders shot (head-and-neck is probably a better guide) and there should be only one subject in the photo. Include the whole head (ie. don't cut off the top of the head or the chin) and the subject should face directly toward the camera.
- ◆ To get a photo with good resolution and without distortion, take the picture with a high resolution camera (preferably at least 3 megapixels), include head and chest in the original photo, and then crop it to the finished size. Self-taken photos are very prone to "fisheye" distortion, because the camera is so close to the subject, and cropping a person from a group/team picture often results in poor resolution.
- ◆ The subject should not be wearing a cap, visor, headband, sunglasses, or face paint (or anything else that obscures part of the subject's head).
- ◆ Avoid unusually bright backgrounds which will cause your camera to put the subject's face in deep shadow. If you are an experienced photographer with a good camera, you can compensate for this, but normal point-and-shoot cameras will tend to underexpose the face under these conditions.



Desired ID Photo

YES!



Too Far Away

NO!



Non-vertical Orientation

NO!



Not Facing Camera

NO!



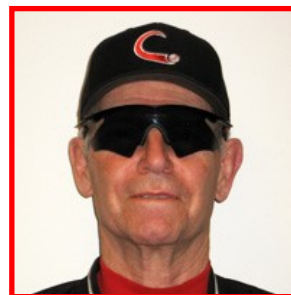
Poor Resolution/Focus

NO!



Fisheye Distortion

NO!



Cap/Visor/Headband/Sunglasses

NO!



Face In Deep Shadow

NO!