



# PHOTO SPECIFICATIONS



## Acceptable

## Unacceptable

### GLASSES

- ▶ Eyes must be clearly visible through prescription glasses



Reflection on glasses



Dark tinted lenses



Frames covering eyes

### HAIR/HEAD

- ▶ Hairpiece or other cosmetic accessory is permitted except when it disguises the person's normal appearance
- ▶ Head covering is not permitted except for religious reasons



Face covered



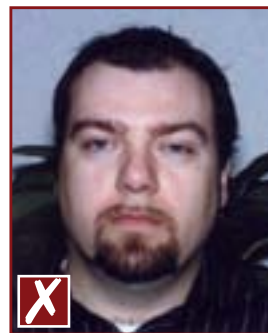
Hair across eyes



Wearing a hat

### PHOTO BACKGROUND

- ▶ White-coloured background



Busy background



Object in background



Coloured background

### BABY/CHILDREN

- ▶ Only the child should be visible in the photo
- ▶ Consideration will be given as "neutral expression" may be difficult to obtain



Profile



Object in picture



Hands in picture

### LIGHTING/SHADOWS

- ▶ Photo to be taken with uniform lighting and should not show shadows or flash reflection on the face



Reflection on face

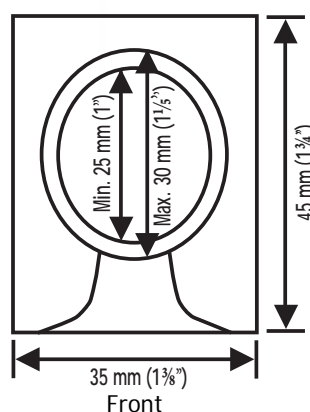


Shadow background



Too dark

- ▶ The photo must be 35 mm (1 3/8") X 45 mm (1 3/4")
- ▶ The head must measure between 25 mm (1") and 30 mm (1 1/5") from crown to chin



Back



# PHOTO SPECIFICATIONS



## Photo essentials

- ▶ Either black and white or colour
- ▶ With a neutral expression, neither frowning nor smiling, and with mouth closed
- ▶ Full face centred in the middle of the photo and looking directly at the camera; chin must be 5 mm ( $\frac{3}{16}$ " ) from the bottom of the photograph
- ▶ Full facial features must be visible, clear, sharp and in focus
- ▶ Must have been taken within the past 12 months
- ▶ Must be printed on quality photographic paper
- ▶ Must be 35 mm ( $1\frac{3}{8}$ " ) by 45 mm ( $1\frac{3}{4}$ " )
- ▶ The head must measure between 25 mm (1" ) and 30 mm ( $1\frac{1}{2}$ " ) from crown to chin

Note: Crown means the top of the head or (if obscured by hair or a head covering) where the top of the head or skull would be if it could be seen

## Clients with special needs

- ▶ A letter of explanation is required when the applicant is unable to meet the photo specification requirements.
- ▶ Consideration will be given to individuals with special needs who cannot meet all the photo specifications.

- ▶ The photo must be 35 mm ( $1\frac{3}{8}$ " ) X 45 mm ( $1\frac{3}{4}$ " )
- ▶ The head must measure between 25 mm (1" ) and 30 mm ( $1\frac{1}{2}$ " ) from crown to chin

