



Acceptable – Clear image with subject facing forward, looking directly at the camera.



Acceptable – Subject is wearing eyeglasses with clear lenses that are free of glare or reflections.

Photo tip: A slight upward or downward tilt of the head or glasses may remove glare; subject must not be wearing tinted or dark lenses.



Acceptable – Subject's full face is visible – no shadows or clothing obscure the face.

Photo tip: No hats, uniforms, or head coverings may be worn, except for religious purposes.



Acceptable – A clear, well-composed photograph.

Photo tip: Photographs should be clear, focused, and identify the subject.



Unacceptable – Background is not plain.

Photo tip: The background should be uniform, plain and white or off-white, and free of shadows.



Unacceptable – Camera too close to subject, causing fish-eye distortion; head size too large.

Photo tip: Camera should be at least 1.2 m from subject; head size from chin to top of head should be between 25 and 35 mm.



Unacceptable – Color is not accurate.

Photo tip: Photo should reproduce skin tones accurately; camera white balance setting may need to be adjusted for the lighting used.



Unacceptable – Head is too high in photo.

Photo tip: Subject's entire head must be in the photo; it is acceptable for some hairstyles to extend past the boundaries of the photo, so long as the entire head is shown and is the appropriate size.