



# PHOTO GUIDANCE NOTES

Photos are a vital part of your application. If the photos you supply are not suitable, your ID/Civilian Registration Card will be delayed.

Please follow the instructions below carefully so you can get it right first time.

## Photo style

The photo must be of the applicant:

- ☐ facing forward and looking straight at the camera
- ☐ in close-up of their face, head and shoulders
- ☐ with a neutral expression and with the mouth closed (no smiling, frowning or raised eyebrows)
- ☐ with eyes open and clearly visible (no sunglasses or tinted glasses and no hair across the eyes)
- ☐ free from reflection or glare on glasses and frames must not cover eyes (we recommend that, if possible, glasses are removed for the photo)
- ☐ showing their full head, without any head covering, unless they wear one for religious beliefs or medical reasons
- ☐ with no other objects or people in the photo (this also applies to a photo of a baby or young child and babies should not have toys or a pacifier in the photo).
- ☐ without shadows on the picture
- ☐ without anything covering the face - nothing should cover the outline of the eyes, nose or mouth, and

- ☐ not showing any 'red-eye'
- ☐ wearing a coloured item of clothing (wearing a light item of clothing against the white background could result in the photo being rejected by the system)

### Photo size must:

- ☐ be the size of a standard passport photograph taken in a **photo studio**
- ☐ **not** be trimmed or cut down from a larger photograph to the size of a standard passport photograph.

### Photo quality must:

- ☐ be taken against a **WHITE** background
- ☐ be printed to a high quality, such as photos printed by a studio (photographs printed at home are unlikely to be of a high enough quality)
- ☐ be clear and in sharp focus
- ☐ be **taken within the last month** (photos used in previous ID/Civilian Registration Cards will not be accepted)
- ☐ be in colour on plain white photographic paper
- ☐ not be torn, creased, or marked, and
- ☐ **not** have any writing on the front or back

### Children

Children aged five and under do not need to have a neutral expression or to look directly at the camera. Babies under one don't need to have their eyes open. If the baby's head needs to be supported, the supporting hand must not be seen.