Photos

Basics

- Your photo must be a clear image of ONLY you (not blurry, grainy, or fuzzy) against a plain background.
- The photo must be a full face-and-shoulders shot, squarely facing the camera.
- You must use a portrait (not landscape) photo that is correctly oriented.
- You must be facing the camera.
- You cannot wear dark glasses.
- Your photo cannot be enhanced in any way (for example, no lenses, filters, text, emoji, stickers, etc.)
- If you wear a head covering daily for religious reasons, adjust it to provide a full-face view.

Additional Tips

- Do not scan you driver's license or school ID photo. The scanned image will not be of high enough quality to meet the system's requirements for an acceptable photo.
- Do not submit a photo of a photo; just take a photo of yourself.
- Be sure to hold the camera or mobile device very still.
- Try turning on a soft overhead light or taking your photo outside in bright light, but avoid having the sun at your back.
- Make sure there are not shadows over your face.
- Try standing a few feet in front of a plain wall or other solid color that contrasts with your hair and clothing.
- Try not to use the camera flash. If you must use the flash, take the photo from at least three feet away, and use the camera zoom as needed to center only your face and shoulders within the photo frame.

Uploading Photos

Format and size

- You can upload a JPG, JPEG, PNG, or BMP image file.
- The maximum file size is 5MB.
- If you scan y our photo, the resulting file must print as a 2" x 2" image or larger.
- The photo must be at least 640 x 480 pixels.
- If you have scanned your photo, crop the image to show only your head and shoulders before you upload it.