

Photo Guidelines

(1) Take the pictures with your **best camera** (biggest lens) with your subject standing in front of a solid light color (not shiny or anything) surface. Be sure the subject is at **least 6 feet** in front of the surface so there is no big shadow behind them.

The image should be 300 dpi and the longest dimension should not be less than 3200 pixels. For example, 3200 x 2119 pixels or 3775 x 2500 pixels are good to go. Do the best you can with your white balance setting to match your conditions (Cloudy, Direct Sun, Flash...) to make sure the color is as accurate as possible.

(2) Have the subject stick their chest out and arch their back (not uncomfortably) and turn them 30 degrees (we don't want a police station mug shot here). Be sure you can see their back arm (avoid the missing arm look).

(3) Turn only their face back to you. Make sure their nose is pointing directly through the camera lens and into your eye. Camera height should be at their forehead level. For men, be absolutely certain that their head is not tilted at all (imaginary line between eyes is perfectly horizontal). For women, a small feminine head tilt is ok.

(4) Hair out of the eyes please. No chin up or down.

(5) Eyes on you, smile, and snap it! Take 3 or 4 and they will pick the best pose.

The lab people will “work their magic.” Have fun!