***Photo Examples & Suggestions***

Getting your photos right “in-camera” will mean less work for you in the long run. It will help eliminate extra picture handling, ensure fewer rejections, and help your employees get their Identification Cards sooner.

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| ***Acceptable Photo*** | |
|  | *Photo meets all ETC upload requirements.*   * Must be framed with full face, eyes open. * Must include full head from top of hair to bottom of the chin and centered in the frame. * No caps, hats, or sunglasses. * Eyeglasses without dark tint may be worn if normally worn. * Photograph against standard blue background furnished by ETC. * Lighting must allow details of the face to be clearly discernible. * No shadows on face or background. * Natural expression. * Must be clearly focused. * Use the highest resolution possible. * Do not retouch or enhance photos. * Final photo should be 300 x 300 pixels and measure 1” x 1”. * All photos must be in JPEG (.jpg) format. |

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| ***Unaccpetable Photos*** | | |
| Head Too Big | Crop the head size to allow the blue background to show on top and sides. | |
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| Head Too Small | Bring the shot in as close as possible. From top of hair to bottom of chin. | |
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| Not Centered | Full face view, centered in frame. | |
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| Contrast Too High |  | |
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| Improper Color | Overhead lighting produces different color casts. Use a flash on all photos. | |
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| Over Exposed | Too much flash back camera away from subject and zoom in. | |
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| Under Exposed | Flash too far from subject. Move camera closer. | |
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| Shadows on Background | Move subject farther from background if possible. Light the background with separate light. | |
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| Shadows on Face | Remove possible obstructions. Add extra lights. | |
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| Low Resolution | Use correct resolution setting on camera. | |
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| Poorly Focused | Focus on the eyes. | |
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| Face Distorted | Improper cropping. Be sure to crop and not adjust the photo scaling. | |
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| Eyes Closed | Eyes must be open and directed at camera. | |
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| Head Covering | No head coverings, scarves, hats allowed. | |
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| Glare on Glasses | | Eyeglasses may be removed or tipped slightly forward to eliminate glare. | | |
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| Multiple Problems | Wearing a cap, background shadows, out of focus, eyes closed, off-center, and distraction in background. | | |
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