***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 closer to 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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