PHOTOGRAPH GUIDELINES

The size of the photographs
The photographs must:
- measure 45 millimetres (mm) high by 35mm wide (the standard size used in photo booths in the UK)
- not be a cut down version of a larger picture
- jpeg or jpeg
- between 500KB and 1MB
- between 900px wide by 1200px high and 4500px wide by 6000px high (turn camera to portrait orientation)
- in 4:3 aspect ratio.

The quality of the photographs
The photographs must be:
- taken within the last month
- taken against a plain cream or light grey background
- clear and in focus
- without any creases or tears
- unaltered by computer software

What the photographs must show
The photographs must:
- be a close-up of the subject’s full head and upper shoulders
- contain no other objects or people
- be in clear contrast to the background

In the photograph, the subject must:
- be facing forward and looking straight at the camera
- have a neutral expression and mouth closed
- have their eyes open, visible and free from reflection or glare from glasses
- not have hair in front of their eyes
- not have a head covering (unless it’s for religious or medical reasons)
- not have anything covering the face
- not have any ‘red eye’
- not have any shadows on the face or behind them

The subject must not wear sunglasses or tinted glasses. They can wear reading glasses but the eyes must show fully through clear lenses without glare or reflections.

The size of the photograph
The image of the subject - from the crown of the head to the chin - must be between 29mm and 34mm high.
Photograph Dos and Do Nots

Approved
Don't look away from camera
No fashion hair covering
Approved
No dummies
1 person only in photo
Approved
Avoid covering face
Keep hair off face
Approved
No glare on glasses
Don't smile