



- Please use your smart phone Ie: iPhone Android etc.
- Do not use scanned photo it will not be accepted
- It is recommended to get as close as possible to the subject, capturing from the shoulders up.
- The camera is placed 2-3 feet from the subject. Do not use the zoom feature.
- Use a solid color backdrop. A matte finished backdrop acts as a light diffuser and reduces glare. (NO RED BACKGROUND)
- If no backdrop is used, be sure there are no pictures hanging, windows, objects; light switches etc. behind the subject.
- Remove non-prescription eye glasses, sun glasses, or head wear prior to taking the photo.

*The picture size must be 35 mm x 45 mm (1 3/8" x 1 3/4").*

