

7 Steps to Successful Photos

- Frame subject with full face, front view, eyes open
- Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- Center head within frame (see Figure 2 below)
- Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- Photograph subject against a plain white or off-white background
- Position subject and lighting so that there are no distracting shadows on the face or background
- Encourage subject to have a natural expression (Teeth cannot be shown)
- Passport Photos cannot be taken more than 6 months before date of submission.

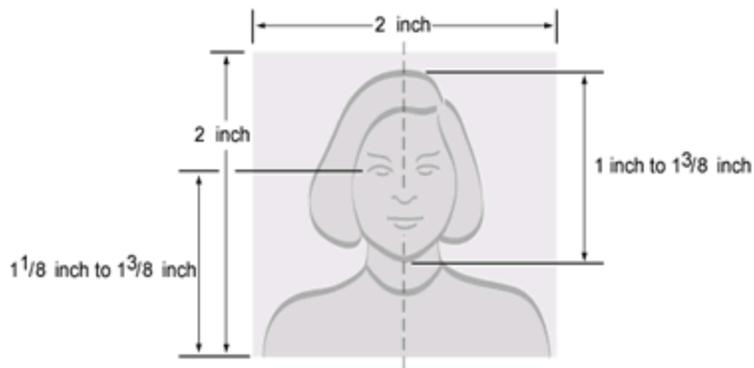


Figure 2. Head Position & Placement