



## PHOTOGRAPH SPECIFICATIONS

1. **Photographs.** *Photographs must be in color.*
2. **Position.** The head should be between 1 and 1 3/8 inches from chin to the top of your head.
3. **Validity.** Photograph must not be older *than six (6) months.*
4. **Background.** Solid white (*no patterns*).
5. **Facial Expression.** Use a neutral expression. (*no smiling*)
6. **Eyes.** Open and clearly visible. *Do not wear prescription glasses, shades or contact lenses.*
7. **Headgear.** No hats, beanies or other head coverings are allowed.
8. **Dimensions and size (pixels).** 600x600 pixels minimum and 1200x1200 maximum.
9. **Dress code.** No uniforms. *Dress in business casual attire or polo shirts.*
10. **Beard.** If you normally have a beard, keep it. *Do not grow one for the photograph.*

