



## Do's and Dont's for a Proper photo

The photo should capture full face, front view, with eyes open. The head should be in the centre of the frame.

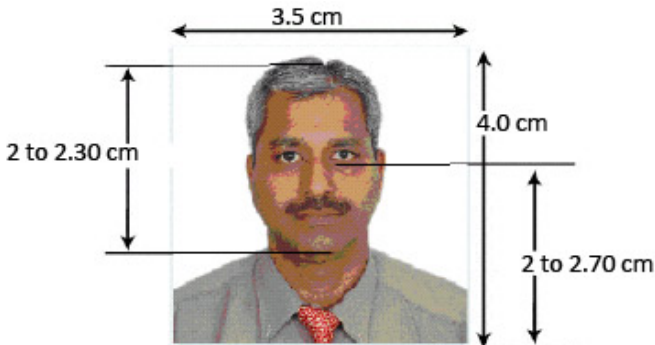
There should be no distracting shadows on the face or background.



**Distracting background.**



**Not centered**



Make sure photo presents full head from top of hair to bottom of chin;

## Lighting on face and background

The light should be even and balanced to avoid shadows on the face.

Background behind the face should be properly illuminated to avoid shadows in the background.



**Shadows behind head.**



**Shadow across the face.**



## Photograph Print Properties

The photograph should be in size 3.5 x 4.0 cm and in colour.

Print photo on thin photo paper or stock.

Ensure the print is clear and has a continuous-tone quality. Do not retouch or otherwise enhance or soften the photo.



**Blurred**



**Ink marked/creased**



## Resolution and Printing Quality

High-resolution photography and printing are strongly recommended.

Both conventional and digital photography are acceptable, and conventional or digital printing methods may be used.

Resulting print should exhibit a continuous-tone quality regardless of the print method used (dye sublimation, ink jet, laser, etc.)



**Washed out colours**



**Pixelated**



Digitally printed photos should be produced without visible pixels or dot patterns

Fine facial features should be discernible.

### **Contrast and Colour**

Brightness and contrast should be adjusted to present the subject and background accurately.

Photos without proper contrast or colour may obscure unique facial features. Colour should reproduce natural skin tones.



**Looking away**



**Unnatural skin tones**



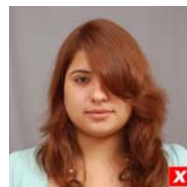
Fluorescent or other lighting with unbalanced colour may cause unwanted colour cast in the photo. Appropriate filters can eliminate improper colour balance.

### **Head & Eyes- Position and Background**

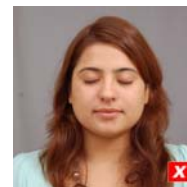
Head should face the camera directly and should not tilt or turned (portrait style).

Photo must show both edges of the face clearly.

The eyes must be open, level and clearly visible and must not be covered by hairs or eye-glass frames.



**Hairs across eyes**



**Eyes closed**



### **Eyeglasses**

Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head. No tinted or dark glasses.



**Dark tinted lenses**



**Flash reflection on lenses.**



**Head coverings** are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.



### **Exposure and Lighting**

There should not be any over-exposure or under-exposure which results in an unusable photo.



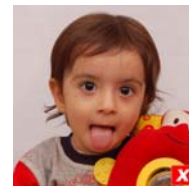
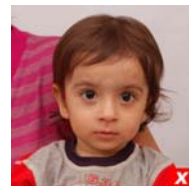
There should be a three-point balanced lighting. Facial features should be clearly evident in the photo.

Lighting should be adjusted to avoid shadows on the face or background. Diffuse sources of light, such as umbrella lights, are preferable to point sources.

### **Flexibility in Childrens' photographs**

Babies under one year do not have to have their eyes open.

As regards the photograph of the children under ten years of age, requirements can be somewhat relaxed in respect of height of the face, and the position of the eyes in the photographs; and in case of babies and infants also, the position of the face, the facial expression, the eyes and the line of sight can have some relaxation. However, a frontal photograph with clarity is required for children. It should



show the child alone (no chair backs, toys or other people visible), looking at the camera with a neutral expression and the mouth closed.

**Photographs taken with a digital camera should be of high quality colour.**