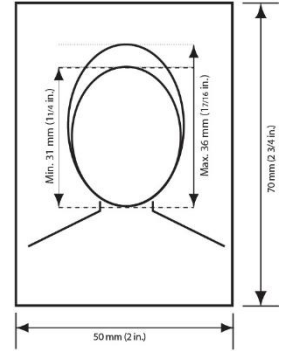


## Central Registry Office - Photo Guidelines

The photos must:

- 50 mm wide X 70 mm high (2 inches wide X 2 3/4 inches long)
- Have uniform lighting – no shadows, glare, or flash reflections.
- Be clear, sharp and in focus; in colour (black and white if pre-approved by management)
- Shadows are not acceptable. Lighting must be uniform to avoid shadows across the face or shoulders, around the ears or in the background.
- Show a neutral facial expression and looking straight at the camera (eyes open and clearly visible, no smiling, mouth closed)
- Show a full front view of the face and top of the shoulders squared to the camera (face and shoulders centered in the photo, head not tilted or turned)
- Must reflect natural skin tone and reflect current appearance.
- Be taken in front of a plain white or light-colored background with a clear difference between your face and the background.
- Prescription glasses may be worn in photos as long as the eyes are clearly visible and there is no glare in the glasses.
- No white shirts as the shirt will blend in with the white background.
- Hats and head coverings must not be worn unless they are worn daily for religious beliefs or medical reasons. However, your full face must be clearly visible, and the head covering must not cast any shadows on your face.
- Photos can be taken in a wheelchair if you place a white blanket behind your head. Your facial features and the edges of your face must both be clearly visible.
- Background remover is not acceptable.



Children photos must follow the same rules indicated above, however MMF recognizes the difficulty in obtaining a neutral expression from children and will allow for some tolerance in this regard. Photos must show the child’s head and shoulders only. Parent’s or child’s hands must not appear in the photo.

### Acceptable Photos:



No glare on glasses



Neutral Expression



Facial Features are visible



Correct child pose

### Not Acceptable Photos:



No Contrast



Shadows



Head Tilt



Smiling