

# PICTURE PERFECT PASSPORT PHOTO CHECK LIST

## Subject

- No white shirt, blouse or jacket. A touch of white (10%) is acceptable
- No glasses or hat. No spiked up hair.
- Light dust of facial powder to eliminate facial shine.
- Infants must be wrapped in a cloth from flailing arms and legs.
- Infants picture must be taken when they are fully awake, fed and happy.

## Camera

- Point and shoot (3 to 6 mega pixels) or cell phone camera both with built-in-flash.
- Camera must be fully charged.
- Exposure and Flash setting must set to "Auto Mode". Flash photography is a **MUST** to produce your passport photo.
- Camera file size must be set less than 2880 pixels for both height and width.
- Red eye setting is "ON".

## Environment

- A flat "White" matte non-textured background – wall, cloth or 8 pieces of white paper (8.5 inch x 11 inch) taped together on the wall.
- No sunlight absolutely. Fluorescent or tungsten is preferred.
- Infant must be laid on the cloth covered carpet or a white semi hard surface. Cloth must be secured to the carpet to prevent wrinkles. Bundle up a face towel behind the carpet to prop up infant's head.

## Ready... Action!

- Subject must stand their back and square against the background.
- Subject eyes open, mouth closed and looking straight ahead in a natural expression.
- Camera is 1.5 m /5 ft (point n shoot) // 1 m / 3 ft (cell phone) away from subject.
- Camera must be in portrait orientation.
- Camera must be at subject's eye level and the body from chest up to the top of the head must be inside the camera's frame.
- Camera must be positioned perpendicular to the background to avoid shadow.

## Printing

- Must print on a 4"x6" or 4R color photographic paper at a photo lab if hard copy is required.
- To avoid rejection, home printing is strongly not recommended.
- Be sure to verify the number of copy required.