

PASSPORT PHOTO

1. 2"x2" in size on photo quality paper
2. **WHITE** background (not "off-white" or "gray")
3. Image is centered in photograph with at least ½" space between top edge of the image and top edge of the photograph
4. Size of image between the hairline and bottom of the chin is at least 1" but no more than 1 3/8"
5. Image is full-face view looking directly at the camera (not a profile shot or angles to a side) with a neutral facial expression (i.e., no exaggerated smiles, laughing, etc.)
6. Image is clear and without shadows on or around the face/bottom of the chin **and/or** color shading around the face
7. Face is fully exposed from the hairline to the bottom of the chin and between the base of the ears; no hats or headgear except religious headgear worn daily
8. Prescription glasses with clear lenses if worn daily; the lenses on the photo must be clear and without glare showing the eyes clearly - **NO TINTED LENSES UNLESS MEDICAL NOTICE IS PROVIDED FROM PHYSICIAN**
9. Clothing is normal, proper attire (**NO UNIFORM ITEMS OR OFFENSIVE CLOTHING**)

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