

The following guidelines are provided as a recommendation only; the decision to accept the photographs submitted by a candidate is at the Administrator's discretion.

- Candidates provide two identical colour photographs that are not more than 6 months old
- Black and white photographs cannot be accepted
- The image must be clearly visible i.e. the photograph must not be stamped, signed/written on, marked, folded stapled over or damaged in any way

SIZE

- Standard Passport sized Photograph
- Minimum 35mm in width
- Minimum 45mm in height

POSE

- A close-up of the head and top of the shoulders(70-80% of the photo)
- Looking straight towards the camera with the face square on
- Both ears showing or both edges of the face visible if the hair covers the ears
- NOT portrait style
- NOT looking over one shoulder
- Head not tilted or rotated

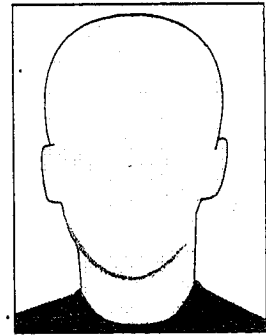


PHOTO QUALITY

- Print quality of professional standard
- High quality paper and colour image
- No inks or marks on the image

LIGHTING & FOCUS

- No shadow or glare on the image background
- Good colour balance that shows skin tones naturally
- A plain, light coloured background (beige, white, blue background recommended not red)
 - no object in the background
 - no patterned background
- Appropriate brightness and contrast
- Uniform lighting
- Sharp focus and clear
- No "red eye"

EXPRESSION

- A neutral expression with mouth closed
 - no smiling, squinting, frowning, or raised eyebrows
- Nothing covering the face
- Eyes open and clearly visible
 - no hair covering the eyes

GLASSES, HEADCOVERS, CLOTHING

- Nothing should hide the outline of the eyes, nose or mouth
- If wearing glasses, eyes must be clearly shown
 - frames must not cover the eyes
 - no flash reflection or glare off the glasses
 - no tinted lenses
- Head covering worn for religious reasons are permitted
- - Facial features from bottom to chin to top of forehead and both edges of the face must be clearly shown