

Photo Requirements (Acceptable photos must meet all the following criteria):

- The photo needs to be current, taken within the week prior to submission. The photo must be taken in clothing that is normally worn. Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily. **The background must be solid blue or white.**
- The photo must be centered with a full-face view directly facing the camera. The photo must present the full head from the top of the hair to the bottom of the chin. Photos must be submitted with all cropping and sizing done; this can be done in paint on a computer if needed.
- The photo must not include obstructions to the head (ex., obscuring jewelry, headphones, wireless hands-free devices, sunglasses, hats, etc.). Hats and head coverings are only allowed if they are worn daily for religious purposes. The full face must be visible and the hat or head covering cannot obscure the hairline or cast shadows on the face.
- Prescription eye glasses worn on a daily basis can be worn for the photo. Tinted glasses may only be worn if they are prescribed for medical reasons. A medical certificate may be required. To avoid glare, tilt glasses downward slightly.