



CAMERA OPERATOR GUIDELINES

CAMERA

- High-quality digital or film camera
- Focal length of 90-130mm used (35mm film equivalent)
- Camera-to-subject distance of **1.2 metres minimum**

LIGHTING

- Even, shadowless lighting on the face
- White or light grey background that contrasts with the subject
- No shadows on background
- Light to ensure no red-eye

PRINTS

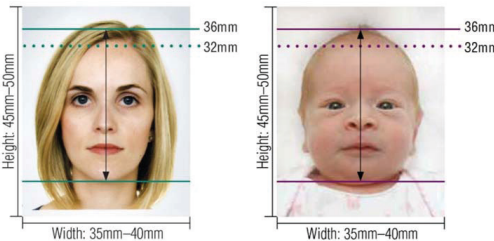
- Print size 35mm wide x 45 mm high
- High quality, heavy-weight, glossy prints – 200 gsm minimum
- Photographic process that uses dye sublimation only
- No heavy back-printing

EDITING

- Final image must be a true likeness of the subject
- No photo enhancement
- Moles, wrinkles, scars must not be removed
- Adjust brightness/contrast only
- Must not remove red-eye by editing
- Must not edit to change background colour



MINIMUM SIZES



APPLICANT

- Eyes open and clearly visible
- Neutral expression – no smiling
- Mouth closed
- Subject centred and facing the camera – no “portrait” poses
- Whole face visible
- No hair or head covering across the face

NO GLASSES

- If glasses must be worn for medical reasons:
- Frames must not obscure the eyes
- No reflections that obscure the eyes
- Medical certificate required

INFANTS

- Infants under 3 years – minimum size shown below
- Images should still be compliant
- Open mouth will be accepted
- No other person or object in photo

FACIAL PIERCINGS

- Facial piercings, such as nose rings and studs, that are worn permanently by the subject, must not cause a reflection

NON-COMPLIANT IMAGES - THESE TYPES OF IMAGES WILL NOT BE ACCEPTED



Smiling is not permitted – must be a neutral expression

Incorrect image exposure – images cannot be too light or too dark

The face and background must be shadow-free

The subject must be facing forward, without any head angle

No glasses

No blue background

Head coverings or hair must not cover the face

Head must not be tilted down or up