



Student ID Card Photo Requirements

- Photographs must be taken in the Hampton School uniform.
- Photos must be in colour and must be clear, sharp and in focus.
- Photos must be in JPEG (JPG) file format and less than 1 MB in size.
- The photo must show a full front view of the face, portrait style, with eyes to the camera. The top of the shoulders should be squared to the camera with your head centered with extra space on all sides (the image of the face and shoulders must be centered in the photo). The head must not be tilted to the side.
- Make sure top of your head is not cut off and is clearly visible.
- Applicant should show a neutral facial expression (smiling is permitted, mouth closed) and look straight at the camera.
- The photos must show a full head without any head covering, unless it is worn for religious purposes or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.
- Photos must represent natural skin tone (no makeup or editing).
- Eyes must be open and clearly visible. Photos with the red eye effect or red eye alterations are unacceptable.
- Prescription eyeglasses may be worn as long as the eyes are clearly visible and there is no reflection or glare on the eyeglasses.
- Sunglasses and tinted eyeglasses are unacceptable.
- The photos must be taken against a plain white or light-coloured background with enough contrast between the background, facial features and clothing, so that the student's features are clearly distinguishable against the background.
- Glare and shadows are unacceptable. The lighting must be uniform to avoid glare or shadows across the face or shoulders, around the ears or in the background.
- There should be NO hats, gestures, or anything shielding your face.
- The photograph must be that of the student only (no family, friends, animals, objects, etc., are permitted).
- Photos that do not meet the above requirements will not be processed. If your photo was not accepted, you will be notified.

N.B. Apps such as Passport Photo Booth (iOS) or Passport Photo ID Studio (Android) can be used.

Email photographs to hamptonschoolid@gmail.com

ACCEPTABLE

UNACCEPTABLE



Side on



Hair obscuring face



Insufficient contrast



Background not plain



Background too dark



Head cover obscuring eyes



Reflection off glasses



Shadow in the background



Glasses obscuring eyes



Mouth open