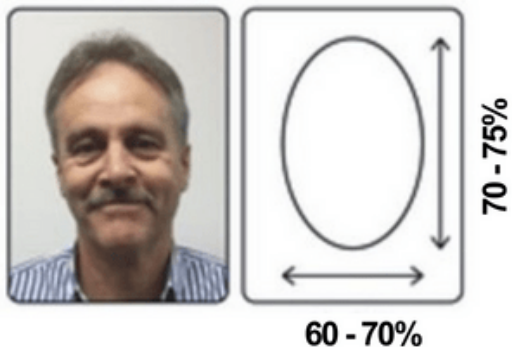# How to take a good digital photo for your ID Card

As an Honorary Justice, it's important that your identification photos are professional, clear and of an acceptable quality.

Ask a friend for help

It's much easier to take an acceptable photo with someone else's help. Alternatively, you can purchase passport-quality photographs instantly at participating Post Offices or Officeworks stores.

THE RIGHT WAY

- Minimum dimensions: 900 x 1200 pixels
- File size: greater than 500KB and less than 3MB
- Portrait orientation
- Face fills 75% of photo
- In focus and clearly visible

JPG, PNG, PCT file formats are accepted.

Steps to follow when someone else is taking your photo with a camera or mobile phone

ACCEPTABLE

Acceptable

UNACCEPTABLE

Side on to camera

Hair obscuring face

Insufficient contrast

Background not plain
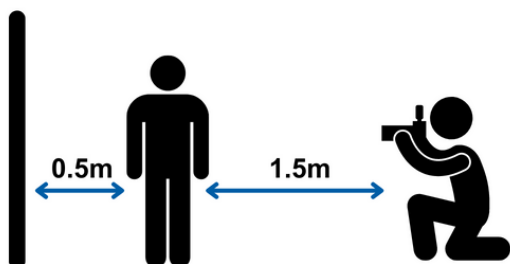
Set up – Lighting

- Find a well-lit space with a plain light-coloured background – for example, pale greys and blues work better than white
- Avoid standing directly under a light source as it can create glare and shadows
- Your light source will be most effective behind and above your photographer.

Set up – Where to stand

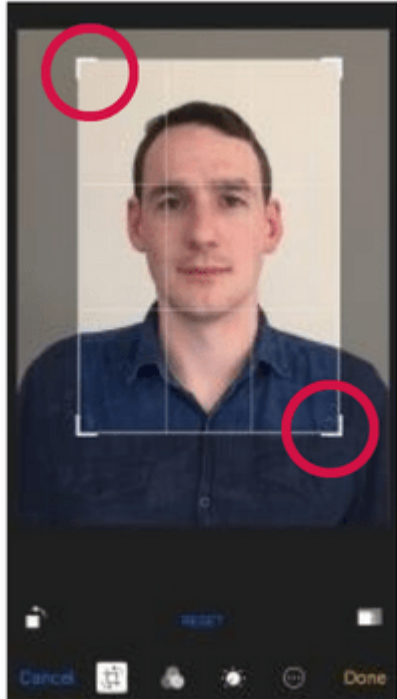- Stand 0.5 metres in front of your background, to help reduce shadows
- The photographer should stand 1.5 metres away from you, to help keep your facial features in focus
- The photographer should hold the camera at your eye level, to help you avoid tilting your head up or down
- Select your best photo to download to your computer or laptop to print or email.

0.5m 1.5m

Taking the photo with your mobile phone

- Open the camera on the mobile device and take the photo
- It may take a couple attempts to get a clear photo with neutral expression, no blur and no shadows behind you
- Open the Photos application on your phone and select your best photo.

Edit your photo

- Press the appropriate Edit button.

Straighten your photo

- If needed, straighten your image by dragging the Straighten dial under (usually under the photo).

Crop and zoom your photo

- You should be able to see your shoulders and gap around your head, including hair and ears
- Drag any corner of the frame to crop the image.

Save your photo

- When you are happy with the changes, press Done.

Email the photo to yourself

- Send the photo to yourself using your phone's email function. (Other applications may compress the file, making it unsuitable)
- Send it as the actual size to maintain high quality of photo.
- Enter the appropriate email address, then press Send.

Save the photo from your email

- Log in to your email account on a computer or laptop
- Open the email and the attached photo, and then save your photo
- Save your photo somewhere you can easily find it again, such as your desktop.