



## PHOTO-TAKING GUIDELINES FOR **UP RFID**

Using your digital or cellphone camera, take a photo of yourself. Observe the following:



Taken in full-face view directly facing the camera, with a neutral facial expression and both eyes open.



Preferably, wear collared shirt (except blue)



If you normally wear a hearing device or similar articles, they may be worn in your photo.



Do not wear head covering that obscures the hair or hairline, unless worn daily for a religious purpose.



Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.



Photo must have no shadows.



Eyeglasses are not allowed, except in rare circumstances when eyeglasses cannot be removed for medical reasons (e.g., recent ocular surgery and the eyeglasses are necessary to protect the applicant's eyes).

The frames of the eyeglasses must not cover the eyes. There must not be glare on eyeglasses that obscures the eyes.