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
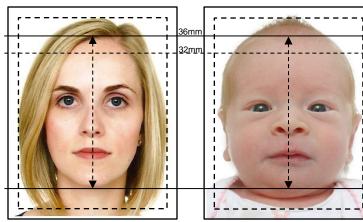- Light to ensure no red-eye

Prints

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

Editing

- Final image must be a true likeness of the subject
- No retouching of photographs permitted
- Adjust brightness/contrast only
- Moles, wrinkles, scars must not be removed
- Must not remove red-eye by editing

36mm
32mm

— maximum photograph size   - - - - - minimum photograph size

Subject

- 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

Glasses

- If glasses are worn:
  - Thin frames only
  - Must not obscure any part of the face
  - No reflections permitted
  - Lenses cannot be tinted

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

If worn, glasses must not obscure the eyes or have any reflections

Head-coverings must not cover the face – same with hair

Head must not be tilted down or up