**PSI Photo Guidelines**

**This image will be used in you certificate of registration.**

**If the uploaded image does not meet the standards outlined below (Passport Photo style), it will delay processing your application as you will be requested to upload a photo that meets the required standards.**

A cartoon of a person

Description automatically generated

**Facial features and expression**:

* Ensure your facial features are visible, hair should not cover any part of the eyes.
* You can wear glasses. The frame must not cover any part of your eyes. There must be no glare on the lenses. Dark glasses are not permitted.
* Do not wear sunglasses.
* You can wear a head covering for religious or medical reasons. Your full facial features must be visible. You cannot wear head accessories for any other reason.
* Do not tilt your head up/down or left/right. Look straight into the camera.

**Background and distance:**

* The photo must capture head and shoulders (Passport Photo style).
* You need to stand in front of a completely plain, light grey, white or cream background.
* No objects such as door panels or plants should be visible.
* Uniforms, whether civil or military, or clothing bearing insignia are not permitted.
* Please ensure there is visible space between your head and shoulders and the edge of your photo.

**Lightning and focus**

* Your photo must be in focus. Balance the lighting and colour, not too dark or too light.
* The photo must be in colour.

**General guidelines:**

* Photo should be in portrait orientation.
* Photographs should not be more than 6 months old.
* Not be a scanned photo.
* Not be less than 715 pixels wide and 951 pixels in height. All smart phone cameras will capture the required pixels.
* Not have compression, loss or compression artefacts.
* Not be digitally enhanced or changed.
* Not contain barrel or other distortion.
* Maximum size: 5 MB. Accepted formats: JPG, JPEG or PNG.