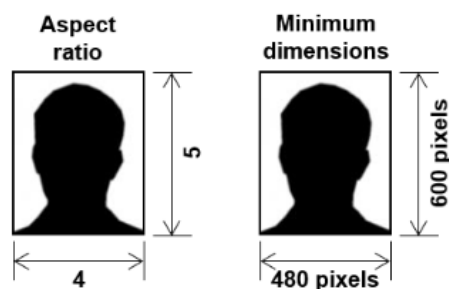


DMS PORTAL – PHOTOGRAPH SPECIFICATIONS

All applications for registration must be accompanied by a digital photograph of the applicant. Generally, the photograph quality from a smartphone or basic digital camera will be sufficient to meet these requirements if the applicant is close enough to the camera.

The digital file should meet the following requirements

- show the applicant in portrait orientation, with an aspect ratio of 4x5 (width to height);
- JPEG (.jpg or .jpeg)/ Portable Network Graphics (.png) format;
- maximum 5 MB (megabyte) in size, with a recommendation of 500 KB (kilobyte) to 1.5 MB;
- should be high resolution and not pixelated;
- photograph should not be squashed or stretched;
- no filters
- and
- dimensions of the photograph must be a minimum of 480 pixels (width) and 600 pixels (height).



Expression

The applicant should:

- stand/ sit facing square to the camera, looking directly at the camera without tilting the head;
- have a neutral face expression and with mouth closed;
- have eyes open and clearly visible;
- hair must not cover the applicant's eyes; and
- not wear coloured contact lenses.

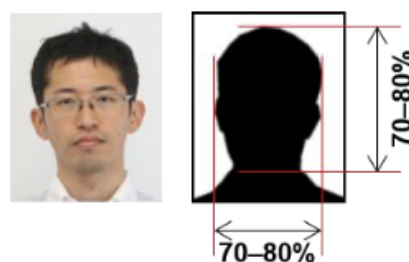
The applicant's full face must be visible; scarfs or other clothing item should not be worn high up to the chin.

Style and Lighting

The applicant's face should take up 70-80% of the photograph; only the head and top of the shoulders should be visible.

The applicant should:

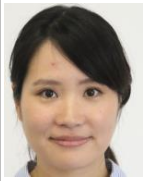













- be the only person in the photograph; and
- be in the middle of the photograph frame.








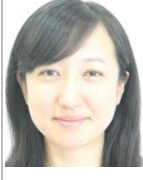








Photographs should:

- show recent likeness of the applicant, it should be taken within the last six months;
- have a plain white colour or very light coloured background;
- be in colour (not black and white);
- be taken with uniform lighting, free from shadows; not have reflections on the applicant's face;
- if the applicant normally wears glasses then they can be worn. sunglasses or glasses with tint must not be worn; and
- not be a 'selfie' as most smartphones flip the picture from right to left (mirror image) when taken with a front facing camera.

Sample photographs

Approved	Rejected	Reason for rejection
		Applicant must not have anything covering their eyes (sunglasses)
		Applicant must face forward and not portrait style
		Photograph must not be squashed or stretched so that the applicant's face is distorted
		Photograph must be in high resolution (should not be 'pixelated')
		Applicant must have a neutral facial expression and mouth closed
		Applicant must be the only person in the photograph
		Applicant must look into the camera

Approved	Rejected	Reason for rejection
		Photograph must be taken with uniform lighting, free from shadows, showing skin tones naturally
		Photograph must not have filters or be digitally altered (enlargement of eyes)
		Applicant must not have anything covering their eyes (hair)
		Photograph has been overexposed
		Background must be white or light coloured
		Applicant's face should take up 70–80% of the photograph
		Photo must not be taken in "mirror" mode