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

**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

**No glasses** (from 1 July 2018)
- If glasses must be worn for medical reasons:
  - Frames must not obscure the eyes
  - No reflections that obscure the eyes
  - Medical certificate required

**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
- No glasses
- Head-coverings must not cover the face – same with hair
- Head must not be tilted down or up

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