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

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

Prints
- Print size 35mm wide x 45 mm high
- High quality, heavy-weight, glossy prints – 200 gsm minimum
- Photographic process that uses dye sublimation 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

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