

## ID Photo Submission

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Aquinas College is requesting that community members submit a photo of themselves in advance to be used for their college identification. Submitting a photo in advance helps facilitate faster service and social distancing during a time of year that traditionally sees a lot of congestion in high traffic areas. Please note that the Department of Campus Safety is not able to take ID photos at our office for the time being.

Please ensure that the photo complies with the following requirements.

- You should be the only subject in the photo. Please do not submit photos with other people, animals or objects in close proximity to you.
- Your entire head and face must be visible, with a clear gap left around your head on all sides. We recommend leaving a wide margin around your head to ensure adequate space for processing.
- Your head and shoulders should be facing forward, with your eyes open and your head not tilted in any direction. Your arms and hands should not be in contact or up near your head/face.
- You may have a neutral facial expression or you may smile; other facial expressions will be rejected.
- The background of the photo should be plain and light-colored.
- No hats, bandanas or sunglasses, etc., may be worn on your head or face.
  - Religious head coverings are allowed but should not obscure your face.
  - Prescription eyeglasses are allowed, but your eyes must be visible through the glass. Lenses should not be tinted or colored.
- Photos should be recent (within the last 6 months) and unaltered (full color, no filters, no image editing, etc).
- Do not submit a photo of a photo – it must be the digital image file of the actual photo.

Please save the photo as a JPG, PNG or GIF file and title the file with your first and last name (example: James\_Smith.jpg). Feel free to submit multiple photos if you are worried your first choice may not meet the submission guidelines.

Photos should be submitted via email to [cso@aquinas.edu](mailto:cso@aquinas.edu), preferably at least a week in advance of your arrival to Aquinas College to allow adequate time for processing. Late submissions will be processed as time allows. Please note that your Aquinas ID card will not be issued to you until you present one of the



*Example of an acceptable photo submission*

following forms of photo identification: US driver license, US state ID, US military ID, or passport.