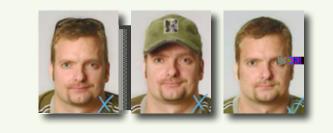- appropriate brightness and contrast showing your skin tones naturally

- clear and sharply focused image

- eyes open and clearly visible (nothing obscuring eyes or hair)

- face looking straight at the camera, not tilted sideways or up or down

- good quality colour

- jpg/.jpeg file type

- no head coverings (except for religious purposes)

- no red eye

- no reflections on glasses or face

- plain, light-coloured background (e.g. cream, pale blue or white)

- shoulders square-on (not looking over your shoulder)

- show the edges of your face (hair out of face)

- show your head and top of shoulders close up

- uniform lighting (no shadows across or behind the face)

The photograph must show you without any hat or other head covering.

If you wear a head covering for religious reasons, we will accept a photograph of you wearing it, but your facial features from the bottom of your chin to the top of your forehead, and both edges of your face, must be clearly shown.

flash reflection