

## ID Photo Submission Requirements

- Face must be clearly visible and facing forward – no profile/social media shots and no headphones, sunglasses or hats.
- Photo must be in color.
- Employee /Faculty/Adjunct must be the only person in the picture.
- CANNOT be taken in a car or crowded room or have background objects – no trees, door frames or window blinds, etc.
- No baseball caps, sunglasses or costumes.
- Photograph must have a plain passport-type white or blue background.
- Nothing can be touching the face – no hands, trees, graphics, etc.
- Please use a **Blue** or **White** Background

Acceptable Photo →



Below are several examples of unacceptable photos, that will be denied and will delay processing.



*Goofy Pose*



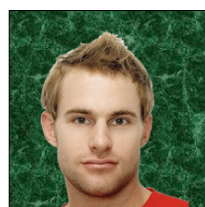
*No hats or sunglasses*



*Other people*



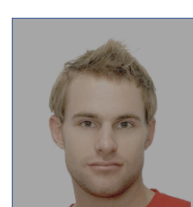
*Bad Crop*



*Background Color*



*Profile Shot*



*Too Dark*

The image can be between 15 kilobytes (KB) and 1 Megabyte (MB). Images larger than 1 MB will be refused. Image should be in a .jpg format. Submit photo for upload or to [hr\\_id\\_badge@temple.edu](mailto:hr_id_badge@temple.edu) and place your TUID# in the subject line with the word “photo” and indicate Main or HSC Campus for ID pick up.

In addition, please provide an image of a government issued photo identification (examples - **Driver's License, State ID, Military ID or Passport**).

After your images have been reviewed, you will receive instructions on how to pick up your Temple University ID.