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 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.