Guidelines For Taking Correct Facial Images
Setting Up & The First Image

First photo should be without glasses and be a front face image only.

Make sure all lights are on and working properly. Avoid other light sources such as through blinds.

The background should be clean and unobstructed by furniture or other objects.

The subject's head should face forward with eyes open for the front face image.

To avoid shadows, the subject should not be too close to the backdrop.

Turn the subject's entire body to the side for side images.

Courtesy of DataWorks Plus. www.dataworksplus.com
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Correct Image

3 to 4 Feet

4 Feet

3 to 4 Feet

Backdrop

Close Blinds

Lights On

Eyes Open

Clean Backdrop

Too Close to Backdrop

Subject Facing Backdrop

Don’t Cut Off

Subject Facing Forward

No Foreign Objects

Eyes Open

Close Blinds

Correct Image