

APPENDIX 11 to Section IV

ILLUSTRATIVE GUIDELINES FOR PORTRAITS IN AN MRP

The illustrations on the following pages provide guidance for the taking of photographs to be used as the portrait of the holder in an MRP and should be viewed in relation to Section IV, 7.

1. Pose

- 1.1. The photograph shall be less than six months old.
- 1.2. It should show a close up of the head and shoulders.
- 1.3. The photograph should be taken so that an imaginary horizontal line between the centres of the eyes is parallel to the top edge of the picture.
- 1.4. The face should be in sharp focus and clear with no blemishes such as ink marks or creases.
- 1.5. The photograph should show the subject facing square on and looking directly at the camera with a neutral expression and the mouth closed.
- 1.6. The chin to crown (crown is the position of the top of the head if there were no hair) shall be 70 to 80 per cent of the vertical height of the picture.
- 1.7. The eyes must be open and there must be no hair obscuring them.
- 1.8. If the subject wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses shall not have tinted lenses. Avoid heavy frames if possible and ensure that the frames do not cover any part of the eyes.
- 1.9. Coverings, hair, headdress or facial ornamentation which obscure the face are not permitted.
- 1.10. The photograph must have a plain, light-coloured background.
- 1.11. There must be no other people or objects in the photograph.

2. Lighting, exposure and colour balance

- 2.1 The lighting must be uniform with no shadows or reflections on the face or in the background.
- 2.2 The subject's eyes must not show red eye.

2.3 The photograph must have appropriate brightness and contrast.

2.4 Where the picture is in colour, the lighting and photographic process must be colour balanced to render skin tones faithfully.

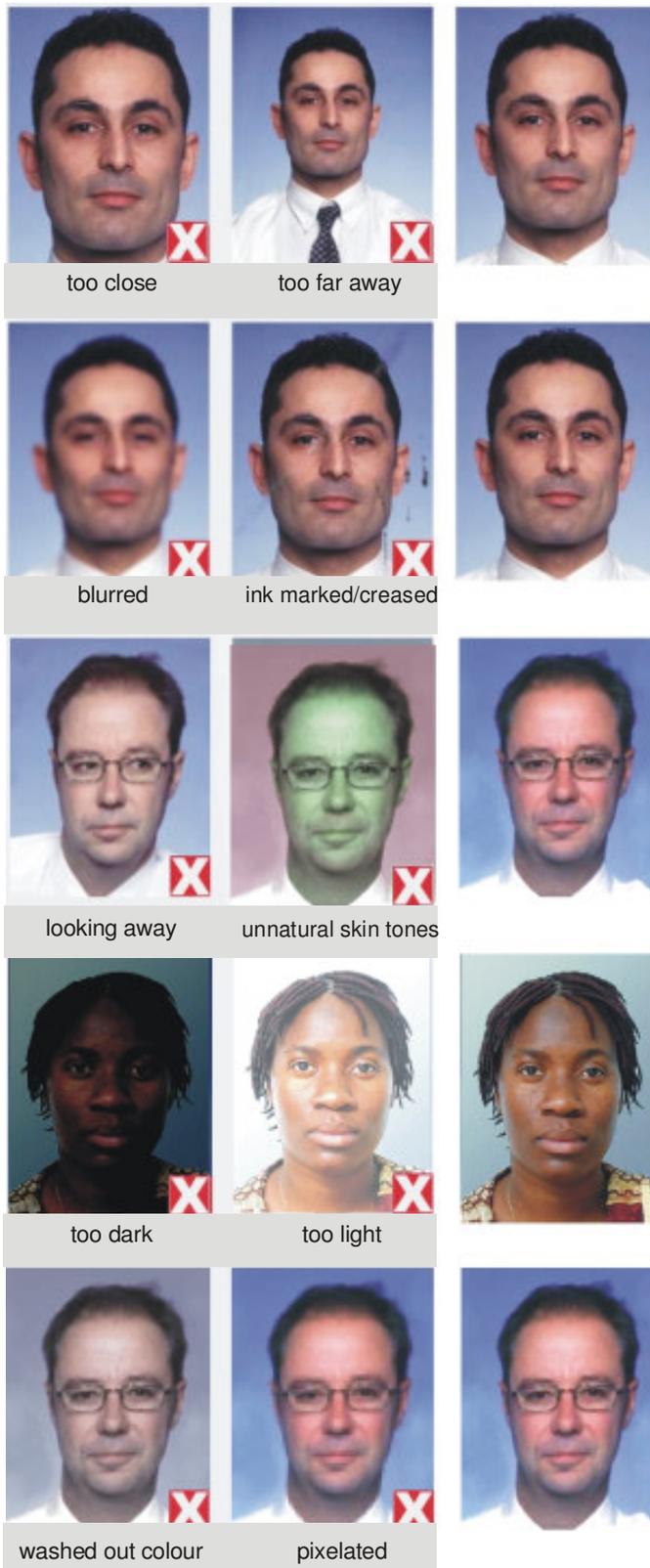
3. Submission of portrait to the issuing authority

3.1 Where the portrait is supplied to the issuing authority in the form of a print, the photograph, whether produced using conventional photographic techniques or digital techniques, should be on good or photo-quality paper and should be of the maximum specified dimensions.

3.2 Where the portrait is supplied to the issuing authority in digital form, the requirements specified by the issuing authority must be adhered to.

4. Compliance with international standards

4.1 The photograph shall comply with the appropriate definitions set out in ISO/IEC 19794-5.



PORTRAIT QUALITY

The portrait shall be not more than 6 months old.

It shall not be larger than 45 x 35 mm (1.77 x 1.38 in) nor smaller than 32 x 26 mm (1.26 x 1.02 in) in height and width and show a close-up of the applicant's head and the top of the shoulders. The face shall take up 70-80 per cent of the vertical dimension of the picture.

The portrait shall be in sharp focus, of high quality with no creases or ink marks.

The portrait shall show the applicant looking directly at the camera. It should have appropriate brightness and contrast. If in colour, it should show skin tones naturally.

If submitted as a print, it should be on high quality paper with high resolution.

Portraits taken with a digital camera should be at high quality and resolution and be printed on photo-quality paper.



STYLE AND LIGHTING

The portrait shall be colour neutral showing the applicant with the eyes open and clearly visible; there shall be no hair obscuring the eyes. The applicant shall be shown facing square to the camera, not looking over one shoulder (portrait style).

The head should be upright so that an imaginary horizontal line drawn between the centres of the eyes is parallel to the top edge of the picture.

Both edges of the face shall be clearly visible.

The background shall be plain and light coloured.

The lighting shall be uniform with no shadows and no reflections on the face.

There shall be no red eye.



dark tinted lenses

flash reflection on lenses



frames too heavy

frames covering eyes



wearing a hat

wearing a cap



face covered

shadows across face



shows another person

mouth open and toy too close to face

GLASSES AND HEAD COVERS

Glasses:

The portrait shall show the eyes clearly with no light reflection off the glasses and no tinted lenses. If possible, avoid heavy frames. The frames shall not cover any part of the eyes.

Head Coverings:

Head coverings shall not be accepted except in circumstances which the competent State authority specifically approves. Such circumstances may be religious, medical or cultural.

EXPRESSION AND FRAME

The portrait shall show the applicant alone with no other people, chair backs or toys visible. The applicant shall be looking at the camera with a neutral expression and the mouth closed.