

## **LICENCE PHOTO REQUIREMENTS**

**One unaltered photo must be provided with each application for a new licence application or licence renewal as required. It is essential that the photo provided complies with the below photo requirements. Failure to do so may result in delayed or rejected applications.**

The following requirements must be met:

1. Photo must be taken within the last six (6) months.
2. Photos must be in colour. Black and white photos are not acceptable.
3. The photos must be taken against a plain white or light-coloured background
4. Applicant must show a neutral facial expression (no smiling, mouth closed) and look straight at the camera.
5. The photo must be clear, sharp and in focus.
6. The photos must show a full head without any head covering unless it is worn for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.
7. Glare and shadows are unacceptable.
8. Photo must not be altered in any way or photo filters applied
9. Eyes must be open and clearly visible.
10. Prescription eyeglasses may be worn as long as the eyes are clearly visible and there is no reflection or glare on the eyeglasses. Sunglasses and tinted eyeglasses are unacceptable.
11. Baseball or sport team hats of any kind are not acceptable.
12. Clothing of colour contrast must be worn. Visible clothing with offensive language or images is not acceptable.

### **PHOTO SAMPLES**

