Taking The Perfect ID Photo

You can submit your photo digitally as part of your online registration/employment process by following the steps outlined below.

Step One: Find a camera and a photographer

You can take Eagle Card ID photo using any device that captures photo, whether that's your phone, a digital camera, or a tablet. Then find someone to take your picture. You can't submit a selfie or use a webcam, so you'll need to find a helpful friend or family member to lend a hand.

A tripod is optional, but may make it easier to keep the camera steady and level.

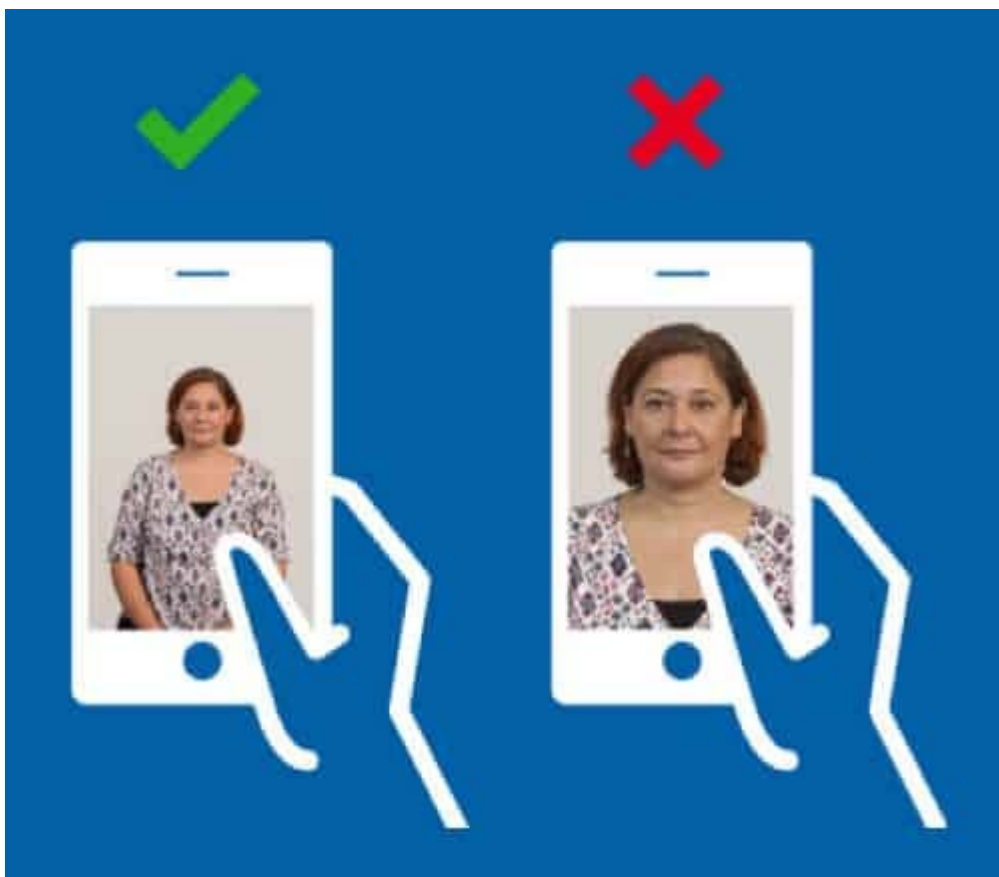**Step Two: Find a plain background and the right position**

It's important to use a plain background that is light grey or cream in colour. Avoid standing in front of tiled walls or patterned wallpaper, and make sure there are no objects in the frame.

Then get into position. You should stand about 5 ft (1.5 metres) away from the person taking the photo, and 1.5 feet (.5 metres) from the wall.

Step Three: Ensure there is space around your head and shoulders

Your photo should not be closely cropped – Card Services will crop your image once they've received your photo submission. Check the space around your head and shoulders to ensure there is enough room around them.

Step Four: Check the lighting

The best lighting is natural lighting, so if possible position yourself facing towards a window. There should be no shadows on your face or behind your head, and the light should be even. Don't stand too close to a lamp, as this will only light one side of your face.

Step Five: Remove headwear

You should take off any headwear unless it's worn for religious or medical reasons. Remove anything that could obstruct your photo, such as hair clips or glasses on the top of your head.

Step Six: Make sure your face and eyes are visible

Your whole face should be visible in the photo, so you may need to tie your hair back if it covers your face or eyes in any way. If you have a longer fringe, it may be best to sweep it to the side.

If you wear glasses, ensure that there are no reflections in the glass, as these can obscure your eyes. While we prefer you wear them for the photo if you normally wear glasses, remove them if you cannot avoid glare on the lenses. Sunglasses or tinted lenses aren't permitted.

Step Seven: Smile!

While recommended, it is not mandatory. It's just the look that we hope is how we see you most days – not without.

Once you've taken your photo, check that the image is clear and in focus, with no red-eye. You shouldn't make any edits to your image using computer software.

Email your captured photo along with a scan/copy of your government issued ID (for comparison/verification purposes) to cardservices@life.edu. The Card Services Office will review your submission and create and mail your card to your official address on file.