

ID Card Photo Guide

Drug and Alcohol Authorised Persons

Instructions and guidance

- > Authorised persons must produce an identity card for inspection on request to any person required by the authorised person to submit to a test.
- > With regard to the national ONRSR D&A testing program, passport-style photographs in electronic format (jpg) of each authorised person must be provided to ONRSR to permit it to issue identity cards. Each electronic photograph file should clearly identify the name of the authorised person.

Photo guide

- Photographs provided to ONRSR for the national program must be provided in a jpg file.
(if images are scanned, these must be provided in JPG format, not PDF or TIF).
- Recommended each photograph electronic file size not to exceed 100KB.
- Recommended PPI (pixels per inch) resolution is 200ppi.
- Recommended image measurement (size) is 800 x 600 pixels.
- Do not trim or crop the photographs.
- Photographs should be in portrait from top of head to chest.

Additional requirements

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| ✓ Hair out of face | ✓ No red eye |
| ✓ Looking straight at camera | ✓ No flash reflection on glasses or face |
| ✓ No head coverings (except for religious purposes) | ✓ Nothing obscuring eyes |
| ✓ No shadows | ✓ Prescription lenses only, no tinted lenses |
| ✓ Plain light-coloured background | ✓ Good quality images only (not blurred) |
| ✓ No hands in photograph | |