

## Photographs - hardcopy requirements

- a. You must provide two (2) colour photographs. These two photographs must be identical.
- b. The photographs must be:
  - i. Current - taken within the past six months,
  - ii. Colour,
  - iii. 50 mm (2 inches) wide by 70 mm (2 3/4 inches) long,
  - iv. Passport-quality - full-face and very clear with contrasting background. Scanned photographs are not passport-quality and therefore not acceptable, and
  - v. Original (not taken from an existing photo).
- c. You must attach ONE copy firmly to the Declaration and Authorization for Release of Information Form, in the designated space, and officially certified (see "Document Certification"). The seal of office, stamp or signature of the certifying official must appear partly on the photograph and partly on the Declaration and Authorization for Release of Information Form.
- d. You must print your name, sign, and insert the date on the back of the second photograph. Unacceptable photographs will render a source verification request incomplete.