

# Photo Composition Checklist

## 7 Steps to Successful Photos

- ☑ Frame subject with full face, front view, eyes open
- ☑ Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- ☑ Center head within frame (see Figure 2 below)
- ☑ Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- ☑ Photograph subject against a plain white or off-white background
- ☑ Position subject and lighting so that there are no distracting shadows on the face or background
- ☑ Encourage subject to have a natural expression

**Photos must not have been taken more than 30 days prior to the submission of your application and not previously used!**

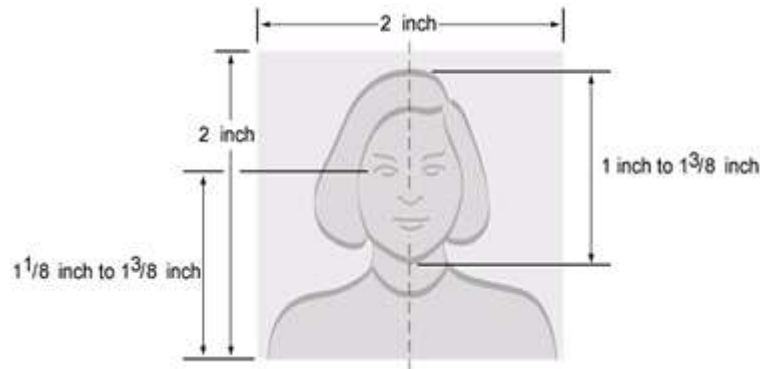


Figure 2. Head Position & Placement

## Well-Composed Photos



## Sample Check

JOHN DOE OR JANE DOE 123 MAIN STREET ANYTOWN, TN 01234 PHONE 555-1212	2670 87-823/641
September 10, 2019	
Pay to the Order of U.S. Department of Homeland Security	\$ 410.00
Four hundred and ten dollars only	Dollars
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