



Figure 24: A facial template and example of "Head and Shoulders" scene constraints

The photo must be taken at the same time your prints are taken, typically by the technician who is rolling the fingerprints. This is an uncommon practice for civil requests so many locations may not be familiar with the procedure and the requirements. You may request a local precinct or Livescan Provider to take the photo for you using the specifications below, but if they refuse please remember that this is an optional part of your request and is required for admission to the Clearinghouse, not to get your background check completed:

- a. Similar to a passport photo, the photo must be taken centered in front of a gray backdrop with the top of your shoulders visible, space equal to or greater than one-quarter of the overall photo size above your head, and your face taking up approximately 50% of the width of the photo with an even 25% space on either side of your face (see diagram above).
- b. No hats, glasses, or teeth showing.
- c. The full face must be visible.
- d. Look directly into the camera, eyes must be open and staring forward.
- e. It is NOT a glamour shot, so do not worry about hair or makeup unless it is obstructing your face; these images are usually only ever used for facial recognition software.
- f. The photo must be SAP30 compliant and must be sent as a digital picture (JPEG or JPEG2000 file). The pixel aspect ratio must be 1:1. It must be in the highest resolution possible. Please send your digital photo to our email at support@binarybiometrics.com with "Out of State Photo" then your first and last name as the subject line. For example, "SUBJECT: Out of State Photo: Jane Doe" Please watch the following video tutorials to complete the photo using a smart phone:

<https://fingerprinthehelp.com/clearinghouse>