



State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Passport Photograph Guidelines

The Ohio OTPTAT Board accepts passport photographs that meet the US Passport Guidelines established by the U.S. Department of State's Passport Services Directorate. For additional information on the photograph preparation requirements contained in the US Passport guidelines please visit the U.S. Department of State's travel information website (<http://travel.state.gov>).

Photograph Positioning and Background

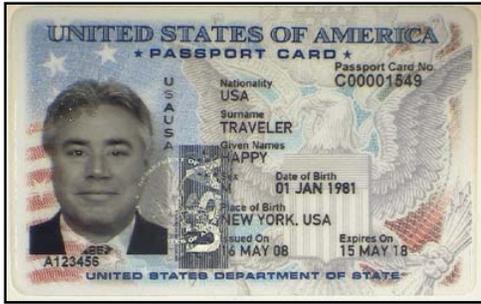
1. Frame subject with full face, front view, eyes open
2. Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inch (25 mm to 35 mm)
3. Center head within frame (see page 2)
4. Make sure eye level is between 1-1/8 inch and 1-3/8 inch (28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

Photograph Print Properties

Produce 2 inch x 2 inch (51 mm x 51 mm) color photo. Print photo on thin photo paper or stock. Ensure the print is clear and has a continuous tone quality. Do not retouch or otherwise enhance or soften photo.

The following pages were taken from the U.S. Department of State's website (<http://travel.state.gov>).

Passport Book & Card Photograph Quality Requirements



In order to print your passport picture, clear and correctly exposed photos must be submitted with your application – especially when applying for the U.S. passport card which displays a black and white image of the bearer. See the following examples of acceptable and unacceptable photos to ensure that the photographs you submit are correct.

The **most common** reason for a passport photo to be rejected for use is the **over exposure** or **lightness** of the photograph.

Photographs should be **2 x 2 inches** in size. The face size, measured from the bottom of the chin to the top of the head (including hair), should not be less than 1 inch or more than 1 3/8 inches.

Photo 1 is not acceptable because it is **over exposed**, as you can see from the light patches discoloring the woman's face.

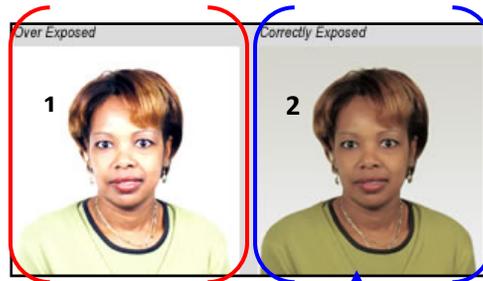
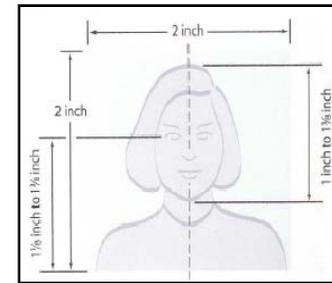


Photo 2 is acceptable



Other examples of **unacceptable** and **acceptable** passport photographs include:

Shadows on Face



Poorly Focused



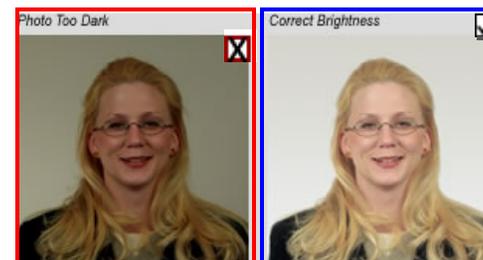
Low Quality/Visible Dots



Incorrect
Facial
Direction



Dark
Photo



Passport and Visa Digital Image Requirements and Specifications

The submitted digital face image must adhere to the following specifications. Please be advised that **failure to comply with any of the following requirements may result in rejection of your image by the online image quality assessment test or by a human reviewer.**

Examples of well-composed images



Image Requirements – Technical Specifications	
Acquisition	The image file may be produced by acquiring an image with a digital camera or by digitizing a paper photograph with a scanner .
Dimensions	Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are 600 pixels (width) × 600 pixels (height) . Maximum acceptable dimensions are 1200 pixels (width) × 1200 pixels (height) .
Color	Must be in color (24 bits per pixel) in sRGB color space (common output of most digital cameras).
File Format	Must be in the Joint Photographic Experts Group (JPEG) file interchange format (JFIF).
File Size	Must be less than or equal to 240 kilobytes .
Compression	The image may need to be compressed in order for it to be under the maximum file size. The compression ratio used should be less than or equal to 20:1.
Additional requirements if scanning:	
Print Size	If scanning the image from a paper photograph, the size of the paper photograph should be at least 2 inches × 2 inches (51 mm × 51 mm) square.
Resolution	Printed photographs should be scanned at a sampling frequency of at least 300 pixels per inch.
Image Requirements – Composition	

Content	<ul style="list-style-type: none"> • The image must contain the full face, neck, and shoulders of the applicant in frontal view with a neutral, non-smiling expression and with eyes open and unobstructed and directed at the camera. • All facial features must be visible and unobstructed. • No extraneous objects, additional people, parts of the body below the applicant's shoulders, or other artifacts. • The image must be from a recent (within 6 months) photo of the applicant.
Head Size	<ul style="list-style-type: none"> • The head height or facial region size (measured from the top of the head, including the hair, to the bottom of the chin) must be between 50% and 69% of the image's total height. • The eye height (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image's height.
Head Orientation	<ul style="list-style-type: none"> • Subject must directly face the camera. • Head must not be tilted up, down, to the side, or toward the shoulders. • Head must be centered within frame.
Background	<ul style="list-style-type: none"> • Subject must be surrounded by a plain, light-colored background with no distracting shadows on the subject or background.
Focus	<ul style="list-style-type: none"> • The entire face must be in focus and not overly-sharpened.
Brightness/ Contrast	<ul style="list-style-type: none"> • Brightness and contrast should represent subject accurately.
Color	<ul style="list-style-type: none"> • Image must be in color (24 bits per pixel). • Black and white photos are not acceptable. • Color should reproduce natural skin tones. • Color must be continuous tone – no posterization.
Exposure/ Lighting	<ul style="list-style-type: none"> • Photo may not be over- or under-exposed.

	<ul style="list-style-type: none">• Avoid shadows on face or background.
Resolution	<ul style="list-style-type: none">• Fine facial features should be discernible.• No discernible pixels/pixelization, graininess, or dot patterns.
Compression	<ul style="list-style-type: none">• Image must not be overly compressed (the compression ratio used should be less than or equal to 20:1).
Alteration	<ul style="list-style-type: none">• Digital enhancement or other alterations or retouching are not permitted.• When resizing, the aspect ratio of the image must be preserved (no image stretching is allowed).
Eyeglasses	<ul style="list-style-type: none">• Eyeglasses are acceptable in photo only if the lenses are not tinted and there is no glare, shadows, or rims/frames obscuring the eyes. Glare on eyeglasses can usually be avoided by a slight upward or downward tilt of the head.• Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons.
Decorative Items	<ul style="list-style-type: none">• No sunglasses or other items that obscure the face.• Hats or head coverings are only allowed if worn for religious reasons AND if they do not obscure any facial features.