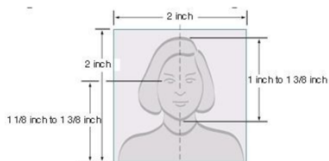


Printing Passport-Style Photos

1. Take the photo.
 - a. Use plain and white background; or plain and off-white background
 - b. Make sure there are no shadows (make sure hair doesn't cast shadows on face)
 - c. Make sure the person is not wearing glasses, and that their eyes are visible
 - d. Make sure the person has a neutral expression
 - e. The finished photo should be 2" x 2" with the head centered and sized between 1" and ~1.4".

Paper Photo Head Size Template



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo

2. Save the photo as a JPEG.
 - a. If picture is not already a JPEG: open image > click File > click export > select JPEG from the "format" drop down menu > click save
 3. Make sure that the photo has the correct dimensions (2" x 2"). There are a number of websites and applications that can help you resize the photo.
 - a. ePassportPhoto.com
 - i. <https://www.epassportphoto.com/95/Free/United%20States/Passport/step1>
 - Click "Upload Picture" > select JPEG picture > wait for image to process, takes about 1 minute > website produces 4 passport-style photos on a 4 x 6 sheet, click download > right click "save image as," and save image
 - b. Passport Booth Phone Application
 - i. Download "[Passport Photo Booth](#)" from phone apps
 - ii. The application guides you as you take the photo, to ensure that you comply with the passport requirements. (See image to the right)
 - iii. After you take the photo > click save > photo saves to your phone, as 2 passport-style pictures on a 4 x 6 sheet
4. Print the photo.
 - a. One easy way to print is to upload the photo(s) to the Walgreens website.
 - i. Go to: photo.walgreens.com/store/prints
 - ii. Select "Prints" > upload picture(s) > select store for pick-up
 - iii. As of 8/21/21, one 4 x 6 sheet was 35 cents.
 - iv. Depending on the store, you can pick up the pictures the same day you order them
5. Cut photos. Ensure that final pictures are 2" by 2".

