

MGH Photo ID Options

1. Request a scheduled appointment for photos in Wang by emailing Sasha Pimentel, SPIMENTEL@PARTNERS.ORG, at the Photo ID office. She will send out a confirmation e-mail with the date, time and the number of people scheduled.

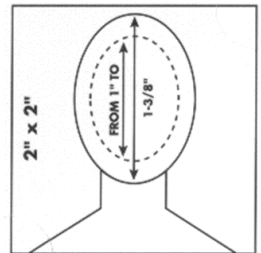
2. If you would like staff from the Photo ID office to come to **you**, please schedule a time with Jim McCarthy, JWMCCARTHY@PARTNERS.ORG and Jim will make arrangements with you to have a Photo ID staff member come to **your** department and take photo ID's for your incoming trainees.

3. If you will be sending your trainees in person to **the Yawkey 4-820 on July 1st** we ask that you please sign-up for a person time slot through Jim McCarthy, JWMCCARTHY@PARTNERS.ORG. Jim will provide you with the available time slots.

*** PCs need to check and confirm that trainees are a) listed in PeopleSoft with their full, correct name and b) they are listed in the department for which they are starting in. If either of these instances are not true, please reach out to HR (list of contacts). ***

Submitting a photo, you will need to:

- Submit a color photo – with a blue background
- Use a clear image of your face. Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- Use dark blue background
- Save Photo as JPEG with file name (Full Name and/or Peoplesoft#)
- One Photo per attached file
- Complete access form <https://hub.partners.org/police/access-request>
- Send photo to JWMCCARTHY@PARTNERS.ORG



Resolution, Size, and Quality

- Submit a high-resolution photo that is not blurry, grainy, or pixelated.
- The correct size of photo needs to be: 2 x 2 inches (51 x 51 mm)
- Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head

Pose and Expression

- Have a neutral facial expression or a natural smile, with both eyes open.
- Face the camera directly with full face in view.

Attire

- Taken in clothing normally worn for work.
- You cannot wear a hat or head covering.
- ONLY if you wear a hat or head covering for religious purposes will be acceptable
- Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- You cannot wear headphones or wireless hands-free devices.
- Please remove glasses if the resulting glare from them obscures the eyes.

Non-Acceptable Photos



Unacceptable: Glasses are shadowing Eyes



Unacceptable: Hair obscures a portion of face.



Unacceptable: Sunglasses not allowed



Unacceptable: Hats are not allowed



Unacceptable: Shadows on face and background

Acceptable Photos



Acceptable: Clear picture, blue background



Acceptable: Clear view of eyes with glasses
(**Not** acceptable based on background color – **Must be BLUE background**)



Acceptable: Full face is visible, no shadows or clothing obscuring face
(**Not** acceptable based on background color – **Must be BLUE background**)