

How to Take a Passport Style Photo

Step 1: Prepare for the picture

Find a white or cream-colored background, like a wall or posterboard. Make sure there's plenty of light so that there aren't any shadows or glare on your face or around your head and body. This could mean getting near natural daylight, or turning on/off household lights.

Step 2: Appearance guidelines

- Wear your everyday clothing and hairstyle. Uniforms and costumes are unacceptable, unless they're worn daily for religious reasons.
- Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
- If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo. Glare on glasses is not acceptable in your photo.
- Pose with a neutral facial expression and both eyes open.

Step 3: Shoot, edit, save

Frame the shot, allowing plenty of headroom and room around your arms. You should be cropped out just below the shoulders. It's better to be too zoomed out than too zoomed in, since you'll be able to crop later.

Snap a few shots and transfer your photos to your computer.

To assist with editing your photo to the proper dimensions and composition, you may use the U.S. Department of State's photo-editing tool ([link](#)). Upload your photo to the site, and use the tools to position the photo so your head is aligned with the outline. Crop the photo.

Save the photo to your desktop, and you're ready to proceed with your online renewal. The program will save it as a 2-inch-by-2-inch photo.