

One Passport Photo Requirement: As of March 1, 2011 only one passport photo is required with Form DS-11 and Form DS-82. The quality of the passport photo is equally important in helping us to verify the identity of the applicant as we continue to enhance our processes through biometric technologies such as facial recognition. Remember, the 2" x 2", color photo must be:

- Printed on photo quality paper
- Taken within the last 6 months (reflect current appearance)
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera (no profile shots)
- Taken with a neutral facial expression and both eyes open (laughing or exaggerated expressions can distort facial features)

Here are some important tips when taking or accepting the passport photo:

Hats or Head Coverings over Hairline:

- Only if worn daily for religious/medical purposes (statement may be requested)
- Full face must be visible
- Must not cast any shadows on the face

Baby or Toddler:

- Photo cannot contain other person(s)
- At home, lay baby on his back on a white sheet and take photo from above
- Cover child's car seat with a white sheet and take photo of sitting child

Glasses:

- Only if worn daily with prescription
- Dark glasses/non-prescription glasses are not acceptable unless needed for medical reasons (with medical note)
- Glare on lenses not acceptable
- To prevent glare, make sure camera flash is not being used from directly ahead, or have glasses removed

Additional information on uniforms, wireless hands-free devices, etc. is available on travel.state.gov.

Passport Agent's Reference Guide and Acceptance Agent Training Materials: The Passport Agent's Reference Guide (PARG) and all in-person and web-based training materials for acceptance agents are being updated to include these new requirements. The new PARG will be published and distributed to our acceptance agents by late spring or early summer.

As always, we thank you for the service you provide to our mutual customers --- the American traveling public. Please direct any questions or concerns you may have to your regional Customer Service Manager(s).