

Please upload a photo to be used to create your badge, following these requirements:

- Save your photo filename in this format before uploading: **Full Legal Name_StartDate_OfficeLocation**, for example: Tracey_Maria_Smith_08Dec2021_London
- The acceptable image file types are: .jpeg/.jpg, .png, and the file must be less than 2MB in size with high resolution and good quality
- Do not upload password protected documents
- Your head must face the camera directly with full face in view
- Avoid glare from glasses and red eye
- The photo needs to be clear, professional-looking with a white or light background
- It should have been taken within the past 6 months, and in passport size
- Take in landscape orientation and leave extra space around your image to allow for cropping