Boeing Secure Badge Photo Guidelines

This document is intended for New/Current Employees and Badge office management throughout the enterprise.

Photos used for the Boeing SecureBadge must follow the guidelines below. The purpose of these guidelines is to ensure a uniform appearance of all Boeing SecureBadges and to minimize the need to digitally retouch images.

> ➢ Your image must be taken within the last month and be in a landscape format.
> ➢ Your image must be no larger than **640 x 480** pixels and no smaller than **425 x 319** pixel
> ➢ Your image file must be saved and titled with the full given name and/or BEMSID before submission.

✓	✗
• Plain Light/neutral coloured Background	• Contain Graphics, Pictures, Windows, Gradient shades, etc
• Forward Facing	• Contain objects or other people
• Include head and shoulders	• Badge credentials
• File format must be JPEG format (.jpg)	• Not have 'Red eye'
• Clear in Focus	• Hats, sunglasses, are not permitted.

To avoid your photo being rejected please ensure you follow the above guidelines carefully. Occasionally circumstances may arise that justify an exception to these standard instructions (i.e religious or medical reasons, please contact your company representative or badging office if you require additional assistance.

For answers to common badging questions, refer to Badging General Information.