

CREDENTIAL PHOTO AND SIGNATURE INSTRUCTIONS

A digital camera with a resolution of 1 mega-pixel or more must be used.

The digital image must be in *.jpeg format.

Place camera approximately 3 ft. from subject.

Have camera at subject's eye level.

Background should be plain white or off-white.

Head should be positioned directly facing the camera. Position subject and lighting so that there are no distracting shadows on the face or background.

Photo should capture from slightly above top of hair to middle of chest.

Eyeglasses should be worn if normally used by the subject.

Glare on eyeglasses can usually be avoided with a slight upward or downward tilt of the head.

The subject must be dressed in business attire. (Males should wear a blue or black suit coat, white shirt and dark tie; equivalent attire for females.)

The credential photo must accompany the signature page.

Submit the photo and scanned signature page and photo (*.jpeg format) to the Defense Criminal Investigative Service Internal Support Directorate. See the DoD OIG website for LEOSA Card submission instructions.