

# TAP Card Photo ID Instructions

## Photo Instructions

1. Set your camera to:
  - > Low resolution
  - > Portrait (not landscape)
2. Photo guidelines:
  - > Take photo standing in front of a light background that is uncluttered.
  - > Shoot from the shoulders up (headshot only).
3. No head coverings, masks or sunglasses allowed.
4. Once saved, right click on the photo and rename the file, using the person's full name.
5. Email the photo as an attachment, with the application, to [kroelj@dcfs.lacounty.gov](mailto:kroelj@dcfs.lacounty.gov)

### GOOD EXAMPLE



George Vasquez.jpg

### BAD EXAMPLE



ABC01245.jpg