



Passport Photos

You must provide two photos with your passport application.

Requirements

- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Taken in clothing normally worn on a daily basis
- Taken in the last 6 months
- Use a plain white or off-white background
- Be sized correctly
 - 2 x 2 inches (51 x 51 mm)
 - Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
- Printed on matte or glossy photo quality paper
- Printed in color
- You cannot wear glasses.
 - If you cannot remove your glasses for medical reasons, please include a signed note from your doctor with application.
- You cannot wear a hat or head covering.
 - If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public.
 - If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes.
 - Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- You cannot wear headphones or wireless hands-free devices.

(Fig.1)

Photo Examples



Acceptable – Photo is clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows.

Not Acceptable Photo – Photo is underexposed (too dark) and color is not accurate



Unacceptable – Glasses not allowed



(Fig.1)



Acceptable – The photo clearly identifies the subject.

Photo tip: Photo should be 2"x2" (51 x 51 mm) with the head centered and sized between 1" and 1.4" (25 and 35 mm).

Frequently Asked Questions

Can I wear glasses, sunglasses, or tinted glasses in my passport photo?

No, take them off for your passport photo.

If you cannot remove your glasses for medical reasons, you must submit a signed statement from your doctor with your passport application.

What pose should I be in for my photo?

Face the camera with your head centered in the frame and not tilted with a neutral expression or natural smile.

Can I wear a hat or head covering in my photo?

You may wear a hat or head covering, but you must submit a signed statement that verifies that the hat or head covering is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public or a signed doctor's statement verifying the item is used daily for medical purposes.

Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.

Can I wear a uniform in my photo?

You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.

Can I remove the red-eye from my photo?

Yes, you may remove red-eye. However, other digital alterations or editing is not allowed.

Can I smile in my passport photo?

Yes, but it must be a natural, unexaggerated smile.

(Fig.1)



TRAVEL TIDBITS

REIMBURSEMENT OF PASSPORT/VISA PHOTO COSTS

Travelers occasionally need to obtain photos for the issuance of a new or renewed passport, and for visa applications. In cases where photos cannot be obtained on-site, the traveler may obtain the photos elsewhere and should pay for them using either cash or the Government Travel Card.

Reimbursement can be processed by adding the expense to the corresponding Concur trip voucher by adding the *Photos (Passport/Visa)* expense line and uploading a receipt.

If there is no corresponding trip voucher to submit, reimbursement must be processed by requesting a manual payment to the traveler. An OF-1164 (formerly known as an SF-1164) form must be completed, signed by the traveler, fundholder and Administrative Officer (A/O) and uploaded to a Budget Portal Ticket along with a copy of the receipt. A receipt is required for any amount to process manual payments.

Reimbursement of passport/visa photos may **not** be processed through WebTA. This function is strictly reserved for the reimbursement of local travel expenses such as metro, bus, parking, tolls and mileage (if POV is used).

Please see the attached Greenie and WebTA REE-Minder with reference to the REE local travel policy.

Should you have questions, please contact your Area Travel Specialist.

Disabella, Paula

From: BTAB-Communications - ARS
Sent: Wednesday, October 19, 2016 4:22 PM
To: ARS-AFM-EBSC-AdminOfficers; ARS-AFM-WBSC-AdminOfficers; ARS-AFM-EBSC-BTA-TravelCoordinators; ARS-AFM-WBSC-BTA-TravelCoordinators; ARS-AFM-EBSC-FinancialTechs-Location; ARS-AFM-WBSC-FinancialTechs-Location
Cc: Park, Joon; Baldus, Lisa; ARS-AFM-EBSC-Directors; ARS-AFM-WBSC-Directors; ARS-AFM-EBSC-Leadership; ARS-AFM-WBSC-Leadership; ARS-AFM-EBSC-BTA-Travel-Team; ARS-AFM-WBSC-BTA-Travel-Team; ARS-AFM-EBSC-BTA-Budget-Team; ARS-AFM-WBSC-BTA-Budget-Team; McClintock, Janelle; Federici, Beth - ARS; ARS-AFM-EBSC-AreaDirectors-ADSecys; ARS-AFM-WBSC-AreaDirectors-ADSecys; ARS-CD-LC-ALL; Axon
Subject: AFM Communication: Reimbursement of Visa Application & Passport Photo Fees

Subject: Reimbursement of Visa Application & Passport Photo Fees

To: AOs/FT's/Travel Coordinators

Originating office: EBSC/WBSC Budget, Travel and Agreements Branch

Purpose: Reimbursement to employees who have paid for Visa Application and Passport Photo Fees from personal funds should be processed through the corresponding trip travel voucher in the Concur system. If a voucher has already been filed and the fees were not included for reimbursement, an alternate method for reimbursing the employee is to prepare an SF-1164 and submit in the Portal (Budget) for processing. This method of reimbursement should only be used when the voucher has already been filed.

Contact: If you have questions regarding this information, please contact your servicing Budget & Fiscal Officer. **Please note, replies to the BTAB-Communications email address are not monitored, so please be sure to reach out to the applicable point of contact below.**

EBSC Contacts:

Marita Rosati Marita.Rosati@ars.usda.gov 215-233-6546

Phyllis Johnson Phyllis.Johnson1@ars.usda.gov 706-546-3162

WBSC Contacts:

David Ford (PWA locations and former MSA locations) David.Ford@ars.usda.gov 510-559-6108

Lisa Mullenax (PA and former MSA locations) Lisa.Mullenax@ars.usda.gov 970-492-7020

REE-Minders!

Local Travel Reimbursement in webTA

- ★ Submitted as Dollar Transaction Request
- ★ **17-Travel Reimbursement** is the ONLY code that should be selected from the dropdown menu
- ★ DO NOT USE ANY OTHER CODES from the Dollar Transaction menu - travel reimbursements will be taxed if other codes are selected.
- ★ Local travel is any travel lasting less than twelve hours, within 35 miles of the duty station, or within 35 miles of the employee's residence.
- ★ Local travel expenses may include: metro, taxi, bus, parking, tolls, and mileage (gas included in mileage calculation, not separately reimbursed).
- ★ Local Travel Policy can be found in P&P
344.0: <http://www.afm.ars.usda.gov/ppweb/pdf/344-0.pdf>

NO!!!!

Don't use these codes!!

Chauffer driven auto,
parking subsidy, mass
transit subsidy, remote
worksite, uniforms-tax, non-
tax, emergency pay, meals
deduction