

**OFFICIAL SENSITIVE (WHEN COMPLETED)
ID CARD REQUEST – GUIDANCE NOTES**

Below you will find the guidance notes on “HOW TO REQUEST ID CARDS” along with useful examples and rules for digital photos.

Please note:- we do not automatically issue ID cards; these are provided upon request only.

HOW AND WHEN TO REQUEST ID CARDS

Once a clearance has been granted and appears under the clearances tab of your portal, please send **one email per applicant**, providing their full name, date of birth and a **Passport style jpeg (max. 11MB) photograph, taken within the last three months.**

Email each request to vetting.unit@warwickshire.police.uk with the subject line – “ID card request” followed by the applicants forename and surname.

Please follow the below digital photo rules. Your ID card request may be delayed if your photo does not meet the requirements.

The ID card will then be produced and despatched to you by Royal Mail recorded delivery to the address held on our records for your organisations, if in doubt of address held, please check with us. Should you require the ID card to be sent to another address please provide the address when requesting the ID card.

From the 1st April 2024, ID cards are no longer included within the application cost. Each ID card carries a fee of £60 and a purchase order number will be required with each request. If a purchase order number is not required, please include within the email “PO NOT REQUIRED”.

RULES FOR DIGITAL PHOTOS

<p>Quality of your digital photo. Your photo must be:</p>	<ul style="list-style-type: none"> • Clear and in focus • In colour • Unaltered by computer software (no filters) • At least 600 pixels wide and 750 pixels tall
<p>What your digital photo must show. Your photo must:</p>	<ul style="list-style-type: none"> • Contain no other objects or people • Be taken against a plain light-coloured background • Be in clear contrast to the background • Not have “red eye”
<p>If you’re using a photo taken on your own device, include your head, shoulders and higher upper body. In your photo you must:</p>	<ul style="list-style-type: none"> • Be facing forwards and looking straight at the camera • Have a plain expression and your mouth closed • Have your eyes open and visible • Not have hair in front of your eyes • Not have a head covering (unless it is for religious or medical reasons) • Not have any shadows on your face or behind you

Do not wear glasses in your photo unless you have to do so. If you must wear glasses, they cannot be sunglasses or tinted glasses, and you must make sure your eyes are not covered by the frames or any glare, reflection or shadows.

EXAMPLES

For examples of professional standard photographs, please see below.

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✓ Plain light-coloured background



✓ Even lighting and no shadow



✓ Religious headwear



✓ Eyes fully visible