

OFFICIAL SENSITIVE (WHEN COMPLETED)

ID CARD REQUEST – GUIDANCE NOTES

Below you will find guidance notes on how to request an ID card along with useful examples and rules for digital photos.

Please note: We do not automatically issue ID cards; these are provided upon request only. The cost of an ID card is £66 as per our [Vetting Rates \(April 2026\)](#).

HOW TO REQUEST AN ID CARD

Once clearance has been granted and the applicant is visible under the clearances tab on your portal, if you require an ID card for your applicant, please email each request to vetting.unit@warwickshire.police.uk. We will not be able to action bulk requests.

To enable us to action your request in a timely manner, when requesting an ID card, please prefix the subject line of the email with 'ID CARD REQUEST' and provide the following.

- The applicant's full name
- An identifier such as DOB or NI number
- A Passport style jpeg (max 11MB), which must have been taken within the last 3 months

NEXT STEPS: We will be in contact with you within 5 working days to request payment for the ID card. Once paid for, the ID card will be produced and dispatched to you by Royal Mail recorded delivery. The ID card will be sent to the address held on our system for your organisation. If in doubt of the address held, please check and confirm with us prior to requesting the ID card. We are no longer able to send ID cards directly to your applicant's address, once the ID card has been delivered to your organisations address, it is your responsibility to provide your applicant with their ID card.

RULES FOR DIGITAL PHOTOS

Quality of your digital photo.

Your photo must be:

- Clear and in focus
- In colour
- Unaltered by computer software (no filters)
- At least 600 pixels wide and 750 pixels tall

What your digital photo must show.

Your photo must:

- 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"

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If you're using a photo taken on your own device, include your head, shoulders and higher upper body.

In your photo you must:

- 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.



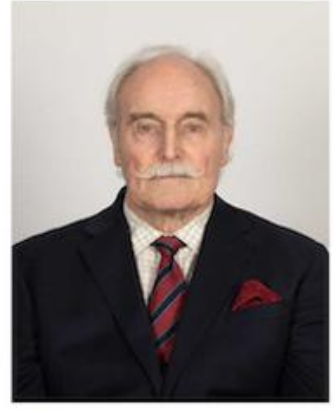
✓ Plain light-coloured background



✓ Even lighting and no shadow



✓ Religious headwear



✓ Eyes fully visible

GOV.UK [Get a passport photo: Digital photos - GOV.UK](#)