Photo Requirements and Tips

File size: Photos should be in the 30 KB to 100 KB range and saved in a .jpg format. Photos below 30 KB will be of poor quality when printed.

File Names: To expedite your order, please rename the files to the person's name (Ex. Jane Smith.jpg). If you are unable to rename the files, provide us with a list of each employee and their corresponding photo number (Ex. Jane Smith is Photo 1). We prefer photo files to be renamed to avoid any printing errors.

Submitting Photos: You have several options for submitting photos. You can email them to us at sales@photoidbadges.com or send them to us via Google Drive or our FTP site. Both options work best for larger files. Please contact us to get set up or click here to access our File Sharing Request Form. We prefer that photos not be embedded in emails or spreadsheets since they may not print sharp. Check out our photo tips for more information and, as always, if you need any assistance, contact us and we'll be happy to help.

Scanning photos: Digital photo files are preferred. We can scan actual photos however there is a $2.00 surcharge for each photo to be scanned.

Taking the Photo: Photos taken from the upper chest to above the head work best. Selfies are fine too. Do not zoom in too closely, we will crop the photo to the size necessary. Please do not take full length photos as the quality will be poor once they are cropped to the appropriate size.

Background for photos: Please be advised that the background that is present when you take the photo is what will appear on the ID cards/badges. We do not change the background of photos since it is a time-consuming process. *Please submit your photos with the background that you would like printed*.

The United States flag offers an official look for government ID cards and ID badges. Hang an opened flag horizontally and have your subject stand in front of the flag with his/her head centered where the blue background of the stars meets the stripes. We can add clipart of flags to the ID itself at no additional charge, but the flag will not appear in the photo.

For all others, the plainer the background the better. A plain wall or door is fine or a felt type fabric, approximately 3 feet by 3 feet, works well too. Backgrounds to avoid include shiny material, paneling, brick, cement block, etc.