ID Card Center Photo Submission

Requirements

• The image must be at least 15 kilobytes (KB) and it must be less than 1 megabyte (MB).

• The image must be at least 300x300 pixels.

• You may only upload .jpg images.

• This picture is for identification purposes. The picture must clearly identify you as a person.

• You must be looking straight at the camera. (No side profiles!)

• The background must be a light solid color. (white/off white)

• There can be no borders on the photo.

• There should be a small space between your head and the top of the images, as well as a definite contrast between you and the background.

• The photograph must be in color.

• No red eye or flash reflection on glasses or contact lenses.

• No hats, sunglasses, jewelry, or garments of any sort that obstruct the view of your face.

The Millersville ID Card Office reserves the right to refuse any photos that do not meet these requirements.

Multiple unacceptable photos may require a visit to the ID Office to process a OneCard.

Photo submissions are manually reviewed. Depending on your choice, you may receive a text message or an e-mail if the photo is rejected. You will have an option to submit another photo.

If you have any difficulty meeting any of these guidelines, please contact the Millersville ID Card Office.

You may have your photo taken on campus in Boyer Hall, Room 123 during our regular hours, 8 am to 4 pm, Monday through Friday. Please have your M# and a valid photo ID with you. We are closed on all university holidays.

Proceed to the ID Card System page.