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# Onboarding Check Information Pack

## Overview of Employment Suitability Screening

The Department of Home Affairs (the Department) is charged with protecting Australia's border and managing the movement of people and goods across it. It is paramount that our behaviour as a Department is consistent with the laws we enforce and a testament to our resolute integrity.

Within this context, the Department has developed and implemented an employment suitability screening process which is designed to examine risk factors relevant to its personnel and other individuals who are provided with access to the Department's resources. It is designed to provide assurance to the community that there are minimal risks associated with an individual or their circumstances which may:

- cast doubt on an individual's ability to support the Department to achieve its mission, or
- otherwise reduce the confidence the community places in the Department to maintain the integrity and security of Australia's borders.

All workers being employed to work in or provide services under contract to the Department who require non-public access to departmental assets must undergo employment suitability screening. Home Affairs workers (excluding the Australian Border Force) must be found eligible to onboard via the Onboarding Check process. This document provides information that may help you complete and lodge your application for an Onboarding Check.

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## 1. Your Obligations during the Onboarding Check Process

You must fully cooperate with the Department during the Onboarding Check process and provide all required documentation and information within the requested timeframe.

You are obliged to tell us what you know, or reasonably suspect, during your initial application and fully cooperate with the Department during any subsequent enquires or interviews.

Dishonesty, even regarding matters that may seem trivial or irrelevant to you, may cast doubt on your suitability to be employed by the Department or to be provided with non-public access to the Department's assets. Dishonesty includes making false statements, withholding information, hiding mistakes and ignoring risks.

There may be serious consequences if you consciously or deliberately provide false and / or misleading information to the Department, including (but not limited to) the Department finding that you are not suitable to be onboarded.

If you are unsure of whether a particular fact or matter may be relevant to your Onboarding Check, please contact the Pre-employment Screening team at [Onboarding.Check@homeaffairs.gov.au](mailto:Onboarding.Check@homeaffairs.gov.au) or confidential advice regarding your circumstances and disclosure requirements.

## 2. Submission Process

Once you have undertaken all steps specified in the Onboarding Check Checklist (listed on the last page of your Onboarding Check form), send your completed Onboarding Check form and all supporting documentation to [Onboarding.Check@homeaffairs.gov.au](mailto:Onboarding.Check@homeaffairs.gov.au).

If you experience technical issues or have questions while completing the Onboarding Check application, please contact the Pre-employment Screening team at [Onboarding.Check@homeaffairs.gov.au](mailto:Onboarding.Check@homeaffairs.gov.au).

## 3. Assessment Process

Once an Onboarding Check application is received, the Department will use the information provided by you to undertake relevant background checks in order to identify any factors or personal circumstances that pose an integrity risk to you or to the Department and thereby assess whether you are suitable to have non-public access to departmental assets. The specific risk factors which are examined during the Onboarding Check process are contained in the [ESS Assessment Criteria](#).

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The types of background checks that are undertaken by the Pre-employment Screening team include, for example, a national police history check, as well as inquiries with previous employers to determine whether you have ever not complied with the APS Values, Employment Principles and Code of Conduct.

Please note prior employment with a government or law enforcement agency may be subject to an integrity check of your conduct/behaviour. We may contact your previous employer in relation to any integrity holdings concerning your time with them.

The Pre-employment Screening team will then make an assessment as to whether there are any risks associated with you or your circumstances which may cast doubt on your suitability to be employed in the Department.

A member of the Pre-employment Screening team may contact you to discuss your Onboarding Check application and seek further information either by phone or email. Your participation in any such conversation is purely voluntary and you can terminate the conversation at any time or decline to answer any question. If you do not provide the information requested, your application will be assessed on the basis of the information available. You are entitled to have a support person, including a union or legal representative present during this conversation, including if you need any assistance understanding what is said but they cannot advocate on your behalf. If you intend to bring/have a support person present you should advise the Pre-employment Screening team member. A written record will be made of the conversation. With your consent, an audio record of the conversation may also be made using a voice recorder. You may request a copy of any record made of the conversation, however you must not make your own recording of the conversation without prior approval from the Pre-employment Screening team.

Any information that you give should be given on the basis of what you know or suspect, and in light of the prohibition on giving false or misleading information (discussed below). Any information you give will be used in accordance with the privacy notice as outlined in the Onboarding Check Registration General Consent form.

A key point to remember is that the Onboarding Check process is designed to be fair and balanced, and is not designed nor intended to punish individuals for past mistakes or indiscretions, or for issues in an individual's life which may be outside their control. Mitigating factors may be taken into account during the Onboarding Check process – such as your intent, age and/or maturity at the time at which a matter of concern occurred.

## 4. Consequences for Providing False and/or Misleading Information

You will be asked to certify that all information and supporting documents you have provided to support your Onboarding Check are correct.

Giving false or misleading information to the Department is a serious offence under Division 137 of the *Criminal Code Act 1995* (Cth), which is punishable by a period of imprisonment of up to 12 months. This includes omitting to advise the Department of any matter or thing without which the information you provide is misleading.

Providing false or misleading information to the Department may also result in a range of adverse administrative actions being taken. These may include, but are not limited to, a finding that you are not eligible to onboard due to the findings in the Onboarding Check process and thus not be employed by or associated with the Department; a finding that you are not suitable to hold a Commonwealth security clearance; a reduction in your classification; re-assignment of your duties, or a fine or reduction in your salary..

## 5. National Police History Check

A national police history check is an integral part of your suitability to work for the Department. You should note that the existence of a record does not mean that you will be automatically unsuitable.

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Information will be forwarded to the Australian Criminal Intelligence Commission (ACIC) and other Australian police agencies for checking. By signing the general consent form, you are consenting to these agencies accessing their records to obtain and disclose police history information that relates to you to the Department.

Police history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and - in the absence of any laws governing the release of that information - according to the relevant jurisdiction's information release policy.

If you believe your Police History Check result is incorrect, please email [Onboarding.Check@homeaffairs.gov.au](mailto:Onboarding.Check@homeaffairs.gov.au) as soon as possible.

## 6. Statutory Declaration

### Requirements for how a Statutory Declaration must be made

The Department will only accept a statutory declaration form if:

- the declaration has been witnessed by an authorised witness in accordance with the *Statutory Declarations Act 1959* (Statutory Declarations Act)
- the declaration is in the correct format
- the declaration was signed and witnessed at the same time and the witness observed your signature
- You can make a Commonwealth statutory declaration with a witness in-person or remotely over video link
- in the event corrections are made, all corrections are ruled out (no white-out is to be used) and are initialled by both the signatory and the witness
- once signed, scan the document and email to [Onboarding.Check@homeaffairs.gov.au](mailto:Onboarding.Check@homeaffairs.gov.au) as part of your onboarding check pack

### Authorised Witnesses before whom a Statutory Declaration can be made

A statutory declaration under the Statutory Declarations Act may be made before–

(1) A person who is currently licensed or registered under a law to practise in one of the following occupations:

Item	Occupation
1	Architect
2	Chiropractor
3	Dentist
4	Financial adviser or financial planner
5	Legal practitioner (including an enrolled practitioner without a practicing certificate)
6	Medical practitioner
7	Midwife
8	Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
9	Nurse
10	Occupational therapist
11	Optometrist
12	Patent attorney

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Item	Occupation
13	Pharmacist
14	Physiotherapist
15	Psychologist
16	Trade marks attorney
17	Veterinary surgeon

(2) A person who is in the following list:

Item	Person
1	Accountant who is either: (a) a fellow of the National Tax Accountants' Association; or (b) a member of any of the: (i) Chartered Accountants Australia and New Zealand; (ii) Association of Taxation and Management Accountants; (iii) CPA Australia; (iv) the Institute of Public Accountants
2	Agent of the Australian Postal Corporation (Australia Post) who is in charge of an office supplying postal services to the public
3	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
4	APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this part
5	Australian Consular Officer or Australian Diplomatic Officer under Consular Fees Act 1955
6	Bailiff
7	Bank officer with 5 or more continuous years of service
8	Building society officer with 5 or more years of continuous service
9	Chief executive officer of a Commonwealth court
10	Clerk of a court
11	Commissioner for Affidavits
12	Commissioner for Declarations
13	Credit union officer with 5 or more years of continuous service
14	Permanent employee of a Commonwealth authority with 5 or more years of continuous service who is not specified in another item in this Part
15	Engineer who is: (a) a member of Engineers Australia, but not a student (b) a Registered Professional Engineer of Professionals Australia (c) registered as an engineer under a law of the Commonwealth, a State or Territory (d) registered on the National Engineering Register by Engineers Australia
16	Finance company officer with 5 or more years of continuous service
17	Holder of a statutory office not specified in another item of this Part
18	Judge
19	Justice of the Peace
20	Magistrate
21	Marriage celebrant registered under the Marriage Act 1961
22	Master of a court
23	Member of the Australian Defence Force who is: (a) an officer; or

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Item	Person
	(b) a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service
	(c) a warrant officer within the meaning of that Act
24	Member of the Australasian Institute of Mining and Metallurgy
25	Member of the Governance Institute of Australia Ltd
26	Member of: (a) the Parliament of the Commonwealth; or (b) the Parliament of a State; or (c) a Territory legislature; or (d) a local government authority
27	Minister of religion under the Marriage Act 1961
28	Notary public, including a notary public (however described) exercising functions at a place outside: (a) the Commonwealth; and (b) the external Territories of the Commonwealth
29	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
30	Permanent employee of: (a) a State or Territory or a State or Territory authority; or (b) a local government authority; with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
31	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
32	Police officer
33	Registrar, or Deputy Registrar, of a court
34	Prison officer employed by the Commonwealth or a state, territory or local government authority with more than 5 years of continuous service
35	Registrar, or deputy registrar, of a court
36	Senior executive employee of a Commonwealth authority
37	Senior executive employee of a State or Territory
38	SES (senior executive service) employee of the Commonwealth
39	Sheriff
40	Sheriff's officer
41	Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution



### Further Information about Statutory Declarations

Refer to the [Attorney-General's Department website on Statutory Declarations](#) for further information. The website also includes links to the *Statutory Declarations Act 1959* and *Statutory Declarations Regulations 1993*.



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### Example of a correct Statutory Declaration:

Australian Government Department of Home Affairs		Onboarding Check
<b>Commonwealth of Australia</b> <b>STATUTORY DECLARATION</b> <b>Statutory Declarations Act 1959</b>		
1. Insert the name, address and occupation of person making the declaration	1.1 John Citizen 1 Residential Avenue, Belconnen ACT 2617 Engineer	
make the following declaration under section 9 of the <i>Statutory Declarations Act 1959</i> :		
2. Set out matter declared to in numbered paragraphs	<ol style="list-style-type: none"><li>1. I acknowledge that I understand I must obtain and maintain an Onboarding Check prior to being employed by the Department of Home Affairs (the Department), or otherwise provided with non-public access to the Department's assets.</li><li>2. I have read the Privacy Notice and I acknowledge that I understand that my personal information will be collected, used and disclosed by the methods and for the purposes as indicated.</li><li>3. I have read the Consequences for Providing False and/or Misleading Information section of the Privacy Notice and I acknowledge that I understand that giving false or misleading information to the Department is a serious offence.</li><li>4. I have read the Consequences for Providing False and/or Misleading Information section of the Privacy Notice and acknowledge that I understand if I give false or misleading information to the Department I may be subject to adverse administrative action.</li><li>5. I have read the General Consent Form and understand that information provided by me for the purposes of the Onboarding Check will be forwarded to the Australian Criminal Intelligence Commission (ACIC), other Australian police agencies and other third parties for the purposes of checking this information.</li><li>6. By signing the General Consent Form, I am consenting to ACIC and other police agencies accessing their records in relation to me to obtain and disclose police history information that relates to me to the Department. I also consent to other third parties to whom the Department discloses my personal information for the purposes of the Onboarding Check to disclose my personal information to the Department.</li><li>7. I acknowledge that I understand that if I receive an adverse Onboarding Check, I will not be eligible to be employed by the Department or otherwise provided with non-public access to the Department's assets.</li><li>8. I certify that, to the best of my knowledge, all information I have provided and that I may provide in the future to support my Onboarding Check is true, accurate and complete.</li><li>9. I acknowledge that I understand that the Australian Government's Protective Security Policy Framework requires me to provide an assurance to the Department that I will comply with the Australian Government's policies, standards, protocols and guidelines that safeguard the Australian Government's people, information and assets from harm.</li><li>10. I agree to comply with all relevant departmental and Australian Government Protective Security policies and procedures, as amended from time to time.</li></ol>	
I believe that the statements in this declaration are true in every particular, and I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the <i>Statutory Declarations Act 1959</i> , the punishment for which is imprisonment for a term of 4 years.		
3. Signature of person making the declaration	3. 	
4. Email address or telephone number of person making the declaration	4. J.citizen@email.com 0412 345 678	
5. Place 6. Day 7. Month and year	Declared at 5. Belconnen on 6. 10 of 7. October 2023	
8. Signature of person observing the declaration being made	8. 	
9. Full name, qualification and address of person observing the declaration being made	9. Sally Jones Permanent employee of the Commonwealth with over 5 years of continuous service Unit 1/14 Smith Street, Belconnen ACT 2617	
10. Email address and/or telephone number of person observing the declaration being made	10. Sally.Jones@email.com 0487 654 321	

## **7. Official Secrets Requirements**


### **Requirements for how the Official Secrets form must be made**

- the declaration must be completed in full
- the declaration must be signed and witnessed at the same time and the witness must specifically observe the person signing the declaration
- the official secrets document can be witnessed by anyone over the age of 18 years
- in the event corrections are made, all corrections are ruled out (no white-out is to be used) and are initialled by both the signatory and the witness
- must be hand signed in person, not digitally signed
- once signed, scan the document and email to [Onboarding.Check@homeaffairs.gov.au](mailto:Onboarding.Check@homeaffairs.gov.au) as part of your onboarding check pack.



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### Example of a correct Official Secrets form:

	<b>Australian Government</b> <b>Department of Home Affairs</b>	<b>OFFICIAL</b> <b>Personal Privacy</b>	<b>Official Secrets</b>
For use by Commonwealth employees, contractors, consultants when commencing, terminating, ceasing employment or contract			
<b>Declaration</b>			
<p>I, <u>John Citizen</u></p> <p>of <u>1 Residential Avenue, Belconnen 2617</u></p> <p>in the State/ Territory of <u>ACT</u></p> <p>I understand that all official information, including sensitive and classified information, acquired by me in the course of my duties is the property of the Australian Government. I will not publish or communicate any such information to another person in any form either during or after my service in or association with the Australian Government, unless that disclosure is for official purposes.</p> <p>Official information is all information created, sent and received as part of the work of the Australian Government. I understand that information includes an opinion, and a report of a conversation.</p> <p>I acknowledge that I must comply with my obligations under the following legislation, and any other relevant legislation relating to official secrecy:</p> <ul style="list-style-type: none"><li>• Part 5.6 of the <i>Criminal Code Act 1995 (Commonwealth)</i></li><li>• Section 13 of the <i>Public Service Act 1999 (Commonwealth)</i></li><li>• Regulation 2.1 of the <i>Public Service Regulations 1999 (Commonwealth)</i></li><li>• Part 6 of the <i>Australian Border Force Act 2015 (Commonwealth)</i></li></ul> <p>I further understand that any breach of laws regarding the safeguarding of official information is an offence, and may render me liable to criminal prosecution. I also understand that these obligations continue to apply to me after I cease employment with the Australian Government.</p> <p>I also acknowledge that I have a duty to report any contacts from former colleagues who show a suspicious, persistent or unusual interest in my work with the Department of Home Affairs or that of the Australian Government.</p> <p>I hereby certify that all official information/matter that will be/has been acquired by me in the course of my employment with or on behalf of the Australian Government will be or has been returned to an official representative of the Australian Government authorised to receive the information/matter prior to the cessation of such employment or contract</p> <p>Dated this <u>10</u> <u>October</u> <u>2023</u></p> <p style="text-align: center;"><small>Day Month Year</small></p> <p style="text-align: center;"><u>J. Citizen</u> <small>Signature</small></p>			
<b>Witness</b>			
<p style="text-align: center;"><u>S. Jones</u> <u>10/10/2023</u></p> <p style="text-align: center;"><small>Signature of Witness Date</small></p> <p><u>Sally Jones</u> <u>APS employee</u></p> <p style="text-align: center;"><small>Name of Witness Designation / Position</small></p> <p><u>Unit 1/14 Smith Street, Belconnen ACT 2617</u></p> <p style="text-align: center;"><small>Address of Witness</small></p>			
<b>OFFICIAL</b> <b>Personal Privacy</b>			<small>v1.0 - August 2019 page 1 of 1</small>

## 8. General Consent and Privacy Notice

The Privacy Notice and General Consent Form will need to be completed prior to submitting your Onboarding Check paperwork. Please ensure the document is signed and initialled in the allocated spaces, as marked on the form. Please also ensure you have ticked one of the boxed on page 3 (pictured below):

**If your current employer is not the Department, please select one option:**

I have read the Privacy Notice and for the purposes of completing mandatory Onboarding Checks:

☐ consent

☐ do not consent

Additional information (if applicable)

to the Department collecting my personal information from, and disclosing my personal information to, my current employer in the circumstances described in the Privacy Notice.

## 9. Proof of Identity Requirements

### Australian Citizens

If you are born in Australia or hold Australian Citizenship, you must provide the Department with

#### Category A Document:

**You must provide one of the following documents:**

- Australian Birth Certificate (front and back)
- Australian Citizenship Certificate (front and back)
- Australian Citizenship by descent extract (front and back)

#### Category B Document:

**You must provide one of the following documents:**

- Passport (Australian or foreign)
- Australian driver licence (front and back) or learner permit, or foreign driver licence
- ImmiCard (current or expired)
- If you do not hold one of the above cards you can provide an Australian government issued proof of age card

#### Category C Document:

**You must provide two of the following documents:**

- Medicare Card
- ASIC/MSIC
- Centrelink concession card
- Enrolment with the Australian Electoral Commission
- Commonwealth or state/territory government photo identity card

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- Australian tertiary student photo identity document
- Consular photo identity card issued by DFAT
- Police Force Officer photo identity card
- Australian Defence Force photo identity card
- DFAT issued Certificate of Identity
- DFAT issued Document of Identity
- DFAT issued United Nations Convention Travel Document
- Firearms licence
- Security Guard/Crowd Control photo licence
- Certified academic transcript from an Australian university
- Foreign government issued documents (e.g. driver licences)
- DVA card (i.e. Gold Card)

### Category D Document:

- High quality digital photograph which is less than 6 months old which meets the Digital Photograph Requirements

### Category E Document:

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents. **Church or celebrant-issued certificates are not accepted.**

### Category F Document:

**If born in Australia after 20/08/1986 you must provide one additional document**

Additional documents to prove Australian citizenship (if born after 20/8/1986):

- Birth Certificate, **AND**
- Passport, or
- Australian Citizenship certificate, or
- Proof of one parent's citizenship/permanent residence at time of birth

If born outside Australia:

- Australian citizenship certificate, or
- Citizenship by Descent extract

### Category G Document:

**You must provide one document of current address if address does not appear on another document**

- Statement from financial institution
- Land title notice
- Rental agreement
- Phone or internet bill

## **Australian Citizens born overseas**

If you were born overseas, you must provide the Department with the following additional document/s:

- A clear copy of your original birth certificate and certified English translated copy
- If you do not have a birth certificate you must provide an appropriately witnessed Commonwealth Statutory Declaration (you can download a Commonwealth Statutory Declaration form from the Attorney-General's Department - [Statutory declarations](#) page) detailing the following:
  - Your full name at birth;
  - Your date of birth;
  - Your place of birth;
  - Your parents' names and dates of birth;
  - The reason you do not have a birth certificate.
- Evidence of foreign citizenship held (Foreign birth certificate or Foreign Passport). If you do not have evidence of foreign citizenship please complete a Commonwealth Statutory Declaration form outlining the reason why.

## **What if I cannot provide a required document?**

If you are unable to provide a required document, contact the Pre-employment Screening team via [Onboarding.Check@homeaffairs.gov.au](mailto:Onboarding.Check@homeaffairs.gov.au) to discuss your options.

## **Foreign documents**

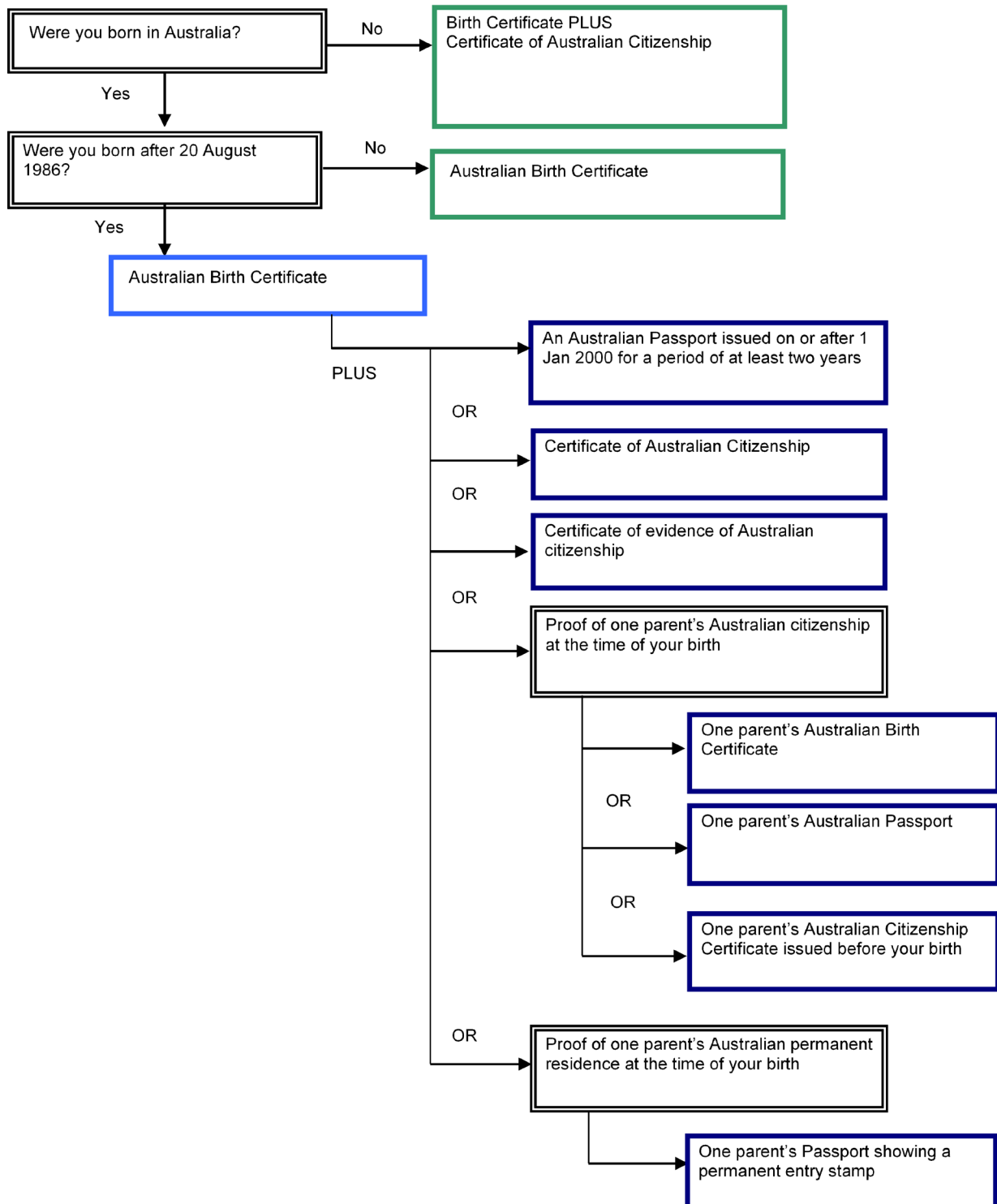
Where a required document is in a language other than English, you must provide a translation of the document from a National Accreditation Authority for Translators and Interpreters (NAATI) accredited provider, along with a copy of the original document. For further information see the [NAATI website](#).

## **Identity documents do not need to be certified**

A standard scanned copy or photocopy of your identity documents and translations will suffice, provided the copy is clear and legible. You do not need to provide certified copies of your supporting identity documents.

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### Required Documents – Additional evidence to prove Australian Citizenship





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## Examples of acceptable copies of identity documents

All copies of your identity documents must be clear and legible, similar to the examples below. To ensure your documents are of acceptable quality, they should be copied in colour and at a minimum of a 300DPI resolution.



## 10. Digital Photograph Requirements

Each application for an Onboarding Check must be accompanied by a high quality digital photograph. The photograph must be no more than 6 months old and show you as you currently appear. Pictures taken on a mobile phone or digital camera are acceptable, provided they meet the requirements below.

The photograph must be an image file (for example, in JPEG format).

### General Requirements

- Your photograph must:
- be taken on a plain, light-coloured background (e.g. cream or white)
- have appropriate brightness and contrast showing your skin tones naturally
- have uniform lighting (no shadows across or behind the face)
- be a clear and sharply focused image
- be of a reasonable size and quality (e.g. 800 x 600 pixels or higher).

The photograph must also:

- be taken with a neutral expression and your mouth closed (not laughing or frowning)
- show your shoulders square on (not looking over shoulder)
- show your face looking straight at the camera, not tilted sideways or up or down
- show the edges of your face (hair out of face)
- show your eyes open and clearly visible (nothing obscuring eyes, including hair)
- not show any shadows or 'red eye'
- not show any reflections on glasses or face
- have no ink or other marks
- show no head coverings (except for religious purposes).

### Head Coverings

The photograph must show you without any hat or other head covering. If, however, you wear a head covering for religious reasons, we will accept a photograph of you wearing it, but your facial features from the bottom of the chin to the top of the forehead and both edges of your face must be clearly shown.

### Glasses

It is preferable that you do not wear your glasses in your photo, but you may do so if you wish.

If you do choose to wear glasses:

- they must show your eyes clearly
- there should be no flash reflection off the glasses
- lenses should not be tinted
- heavy framed glasses should not be worn
- frames should not cover any part of your eyes.



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### Examples of an acceptable digital photograph – Style requirements



not looking at camera  
**Not Acceptable**



Looking direct at camera and  
no head tilt **Acceptable**



face edges not visible  
**Not acceptable**



**Acceptable**

### Example of an acceptable digital photograph – Size and quality requirements

As per the example below, the digital photograph you submit must be of a reasonable size and quality (e.g. 800 x 600 pixels or higher).

