

## **Directions for taking a photos for State of Vermont ID and Access Badges**

Employees are encouraged to take photos for new badges at the employee's work location, using a smartphone or digital camera.

The photo will need a SOLID, LIGHT COLORED BACKGROUND with a view of the employee from the waist up. The photo should be attached to the email with the badge request form. Please be sure that the employee's name is in the subject line.

**Note:** All photos are subject to BGS Security approval before printing. We may ask for new photos if the photo is not up to the standards noted above.

Thank you,

**State of Vermont Security Division**

(802) 828-6974