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. Please do not send files above 200 KB as our mail server can become full too quickly due to the numerous orders being received by us throughout the day.

File Names: To expedite your order, please rename the files when possible (Ex. Jane Smith.jpg). If you are unable to rename the files, you can provide a list of each employee and their corresponding photo number (Ex. Jane Smith is Photo 1). Photo files should be renamed if possible to avoid any printing errors.

Submitting Photos: You can email them to us at sales@photoidbadges.com or you can send them to us via Google Drive. If that doesn't work, you can mail a CD or flash drive to the above address. Always keep a backup of the pictures and data you send in case they are lost or the file is corrupted.

Scanning photos: Digital photo files are preferred. We are able to 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. Also, photos that have more than 1 person in them do not work well since we are unable to crop the extra person out.

Background for photos: Please be advised that the background that is present when you take the photo is the background that will appear when we print 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 are able to 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.