

Membership Photograph Requirements

As part of the registration process to either renew or join an affiliated club of the Association, you will need to provide your club secretary with either:

1. A digital **COLOUR** image (taken at home by someone not yourself!)
 - The image should be at least 300dpi and measure no smaller than 35mm wide by 45mm tall (the dimensions of a passport photo)
 - Only jpeg format images in colour will be accepted
 - Please save your images in the following format:
 - i. New Members – firstname_lastname_club (i.e. joe_bloggs_anvil)
 - ii. Previous Members – Save using the persons Membership Number
 - Please email your digital image to your club secretary, who will forward this to our office when submitting your application.
 - Please Note:
 - i. You cannot take a ‘selfie’ or use a webcam
 - ii. You can take a photo with a digital camera or smart phone, but the zooming function on the smartphone should not be used
 - iii. The photo must capture your image from head to mid torso (your photo will be cropped to the correct size for a passport photo during the application process)

2. A **COLOUR** passport quality photo
 - Please write the following on the back of the photo:
 - i. New Members – full name and club
 - ii. Previous Members – A.I.R.C. Membership Number

Sample Images from dfa.ie



Please adhere to the following guidelines regarding pose and visuals for acceptable photos / images:

- You need to stand in front of a completely plain, light grey, white or cream background
- No objects such as door panels or plants should be visible in your passport photo
- Your photo must be in focus, lighting and colour should be balanced, not too dark or too light
- There must not be any shadows on your face or behind your head
- Ensure your facial features are clearly visible, hair should not cover any part of the eyes
- Glasses can be worn in your photo, provided the frame is not covering any part of your eyes and there is no glare on the lenses.
- Make sure your expression is neutral, you are not smiling, and your mouth is closed
- Do not tilt your head up/down or left/right. Look straight into the camera

- Please ensure there is visible space between your head and shoulders and the edge of your photo.