

# Taking registrant photos with Android phones

## Step 1:

Download an App that will allow you to take square, passport-style photos with your phone. There are several free Apps available, including Passport Photo ID Studio. (This is an important step because a standard rectangular photo will be distorted if reproduced as a square photo on a PISGS identification card.)

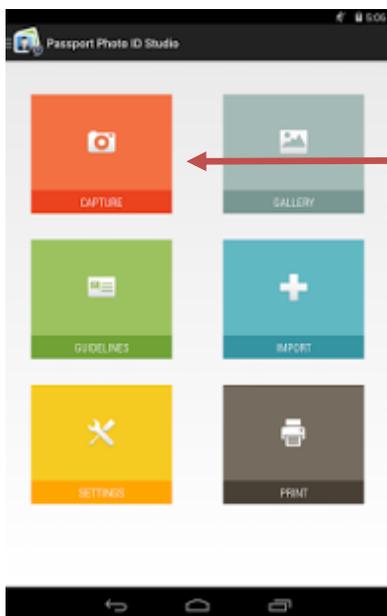
## Step 2:

Touch the App to open.



## Step 3:

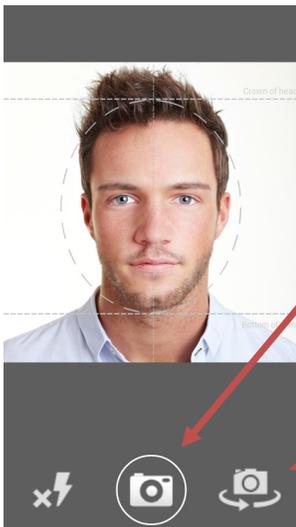
Follow the App instructions. For the Passport Photo ID Studio (pictured below), select CAPTURE.



## Step 4:

With the passport photo App, take a close-up photo, depicting only the registrant's head and shoulders. The registrant should:

- \* Stand against a white or light-colored wall, in a well-lit room (fluorescent lighting is best)
- \* Look directly at the camera
- \* Remove hats, Bluetooth earpieces, headphones, and glasses
- \* Avoid shadows on the face and anything cluttering the background
- \* Tip: You will have better results if somebody takes the registrant's photo, rather than the registrant taking his own photo — the "selfie" camera produces poorer quality photos.

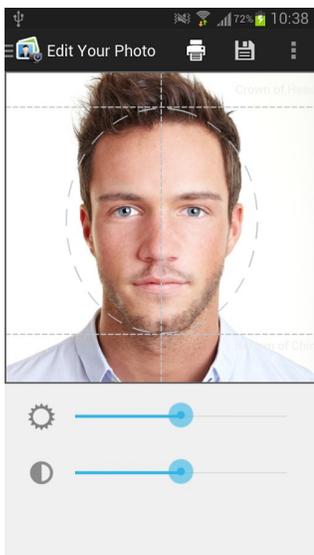


Touch here to take a photo

Touch here to select standard or "selfie" mode

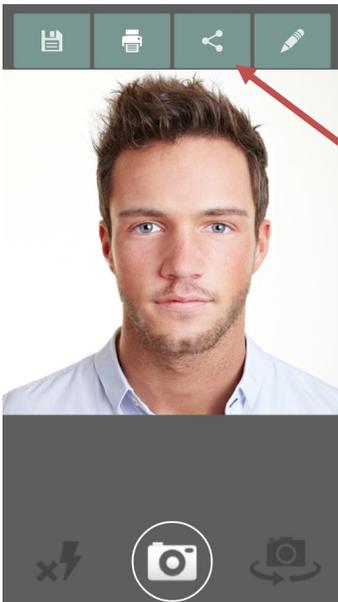
## Step 5:

Edit the photo if necessary, centering the image, brightening it, etc. Then save the photo.



## Step 6:

Email the photo to the person who will upload it as part of the PISGS registrant application process. That person should save the emailed photo to his or her computer.



Touch here to email

## Step 7:

The person filling out the PISGS online application should click the “Browse” button in the Photo section of the application, and select the photo from his computer to upload. Done!

<b>Firearm Bearer (FAB) Notation</b>	
Do you want to add a firearm bearer (FAB) notation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Photo</b>	
2" x 2" digitized photo. Photo must be on a white background with the QA's full face visible (NO headgear) and the photo must be no more than 12 months old. (Must be in .jpg, .jpeg, or .png format)	<input type="text"/> <input type="button" value="Browse..."/>
<a href="#">Click here to use the Passport Website to size/crop an existing photo from your computer</a>	
<b>Character References</b>	
Character references from at least five reputable citizens for the qualifying agent applicant each of whom has known the applicant for at least five years preceding the application, and none of which are connected with the applicant by blood or marriage.	1. <input type="text"/> <input type="button" value="Browse..."/>
	2. <input type="text"/> <input type="button" value="Browse..."/>
	3. <input type="text"/> <input type="button" value="Browse..."/>