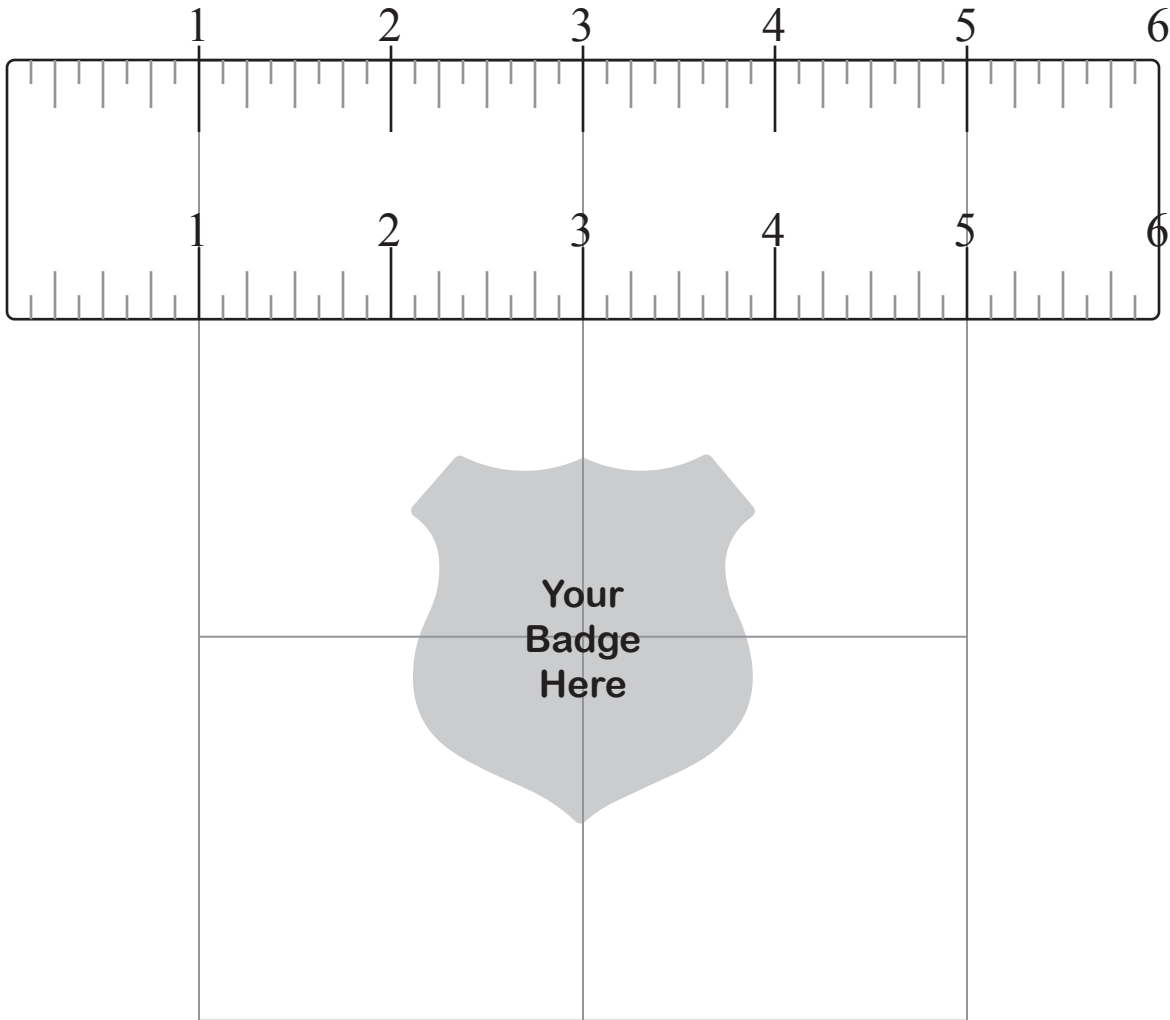


- 1) Print this document & lay this page on a flat surface.**
(When printing, check the box for “Actual Size” under page sizing)

- 2) To ensure this page printed at the right size, lay a ruler accross as shown. The marks **MUST** match up.**



- 3) Place badge in the center of the cross as shown.**
If it doesn't lay flat, place it face down.

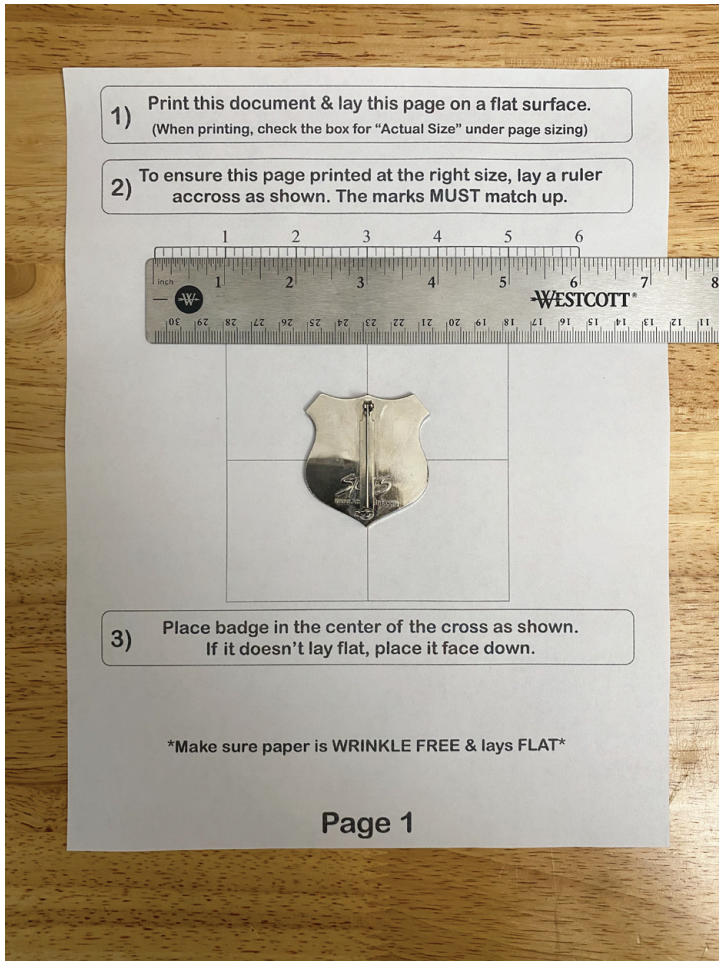
Make sure paper is WRINKLE FREE & lays FLAT

Take Your Picture:

- 4) Hold your phone a foot above page 1, keep it totally level, and replicate the **Correct** photo below.

Correct

Phone is held level



Incorrect

Phone is tilted back & to the left

