EMPLOYEE PHOTO ID BADGE GUIDELINES

To submit an acceptable photo, please follow these guidelines:

1. Photos must be head shots only
   a. Only include the person's shoulders to the top of their head in the picture
2. Must have a white background
3. Must be a clear image (no blurred image)
4. Hats or sunglasses cannot be worn
5. Religious head wraps (Hijab, Niqab, etc) are acceptable
   a. Burqa not acceptable (face must be visible)
6. Avoid wearing t-shirts with slogans or pictures
7. Eyes must be open
8. Email photo to: IDBadge@kencrest.org
9. Badges will be mailed to your Program Manager (work site address)
10. For employees in the Corporate Bldg. or outside Program Sites, badges will be mailed to their home address
11. Lead time to receive your ID Badge may take up to two weeks from photo submission
12. We have the right to deny photo submissions if guidelines are not met

Sample below: