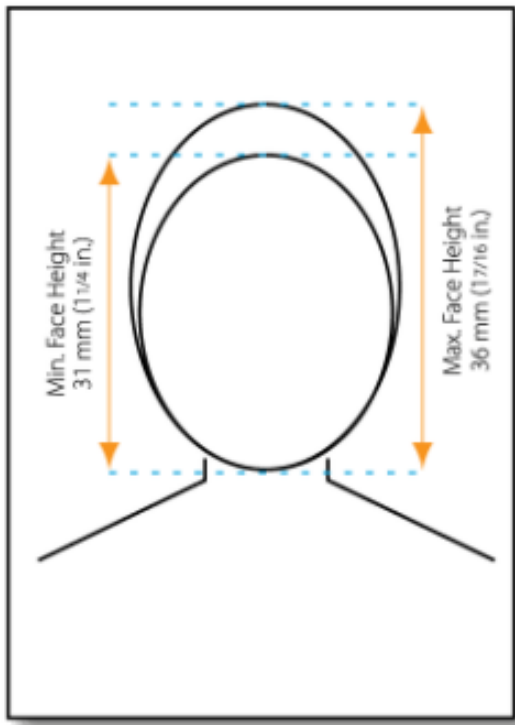# Headwaters Photo ID Requirements

In order to have your photo ID badge ready for you on your first day, we will require a photo meeting the below requirements to be submitted by the date indicated in your offer email.

Photo should be similar in proportion to a passport photo. Please see the example below along with other guidelines.

Before submitting, please ensure your photo meets the following requirements:

✓ My photo is against a **white** or **beige** background.

✓ The background of my photo is clear of any objects (no photos, stickers, markings, etc.)

✓ My photo does not contain shadows

Please save your photo as a JPEG file using your first and last name (FirstName-LastName.jpg) and send the file to Human Resources by the deadline indicated in your offer documents. The photos will need to be sent to IT in order to be processed. Failure to submit on time will result in delays.

How to Pick Up Your Badge:

Your badge can be picked up from the IT office on your first day. Please ensure you bring photo ID with you, as this will need to be confirmed by IT prior to receiving your badge.