

Attachment 5
Criminal Live Scan Mug Shot Guide Poster

Bid Solicitation #: 18DPP00218
T3083 – 10 PRINT LIVE SCAN SYSTEM (LSS)

Your Mug Shots Should Look Much Like This

1. Face Straight On
2. Properly Lighted
3. Properly Composed



IMPORTANT

Your primary photo should be without glasses.

1. Face Not Straight On



Side to side tilt



Front to back tilt



Side to side rotation



Smile or grimace, mouth open

2. Not Properly Lighted



Too light



Too dark



Unevenly lit



Shadows on background

3. Not Properly Composed



Too loose



Too tight



Texture or objects in background



Obstructions to face: hair, glasses, piercings, dirt, blood, excessive make-up

When possible, long hair should be tied back or at least tucked behind ears.



Head coverings should be removed unless they serve a religious or medical purpose.