

INSTRUCTIONS FOR COLLECTING ID CARD PHOTOS USING A DIGITAL CAMERA

1. Record images in Normal mode and Fine Quality.
2. Please be sure that the file size of each photo is no larger than 100 KB.
3. Take a head and shoulders photo against a **WHITE BACKGROUND**.
4. Identify the **TEAM NAME** on the disk. Save the file(s) in JPEG format and rename with the **LAST NAME, COMMA, SPACE, and FIRST NAME** of the member. (Example: Smith, John)
5. Mail the photos on a floppy disk to:
FEMA/NDMS
Room 214
500 C Street Southwest
Washington, DC 20472
6. When receiving a photo by disk or e-mail. Please rename photo.
 - Option 1: Right click on the photo, click rename, type in applicants last name, comma, space and first name.
 - Option 2: Open photo, click on file, click on save as, go to file name, rename photo, with last name, comma, space and save changes.
7. E-mailing photo is acceptable.

(Also, members can get a digital photo taken at most camera/photo stores)