



City of London Employee Photo ID Cards

Employee Photo ID Cards are issued to regular full-time, regular part-time and long-term temporary employees. They provide confirmation of your status as an employee for internal security purposes and should only be used by you during your employment with the City. You'll be required to return the card when your employment ends.

When taking your photo, please use the following as guidelines to ensure your photo is accepted:

Acceptable Photo



Unacceptable Photos



- Stand in front of a plain white or off-white background.
- Use a flash to brighten the photo, as the ID card photo prints dark
- Wear your glasses if you'd normally do so at work (glare from glasses in the picture can usually be avoided if you tilt your head slightly upward or downward)
- If you'd wear a headpiece for religious purposes at work, then wear it for your photo (look to make sure though that any parts of your face aren't shadowed)
- Smile! (this isn't your passport photo)
- Save the photo in high resolution.

