

## Capital Power Employee ID Card – Photo Request

To aid in the production of your Capital Power ID Badge, please provide a picture following the guidelines below:

- Photo must be current, in JPEG format and under 2Mb in size for emailing purposes
- Full face, front view with a plain white or off-white background. View must include mid chest to top of head
- Do NOT wear a hat or headgear that obscures the hair or hairline (unless required for religious reasons)
- If you normally wear prescription glasses, wig or similar articles, they should be worn for your picture
- Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons

\*\*Pictures are to be emailed to [security@capitalpower.com](mailto:security@capitalpower.com) referencing your name and start date.\*\*

If a picture cannot be provided prior to your start date a photo will be arranged on your first working day, which may delay your Capital Power access up to five business days.

Questions or concerns regarding the photo process can be directed to Corporate Security by email or by phone at 780-392-5430.