

SOME TIPS FOR TAKING PHOTOS/SCANS

Your form of ID will need to prove your right to work within the UK, so we will need either a Birth Certificate or Passport. If you are not a British or Irish citizen, please send your share code or immigration documents.

If using a **camera** to take a photo:

1. Place the ID on a dark surface.
2. Use sufficient, natural lighting instead of a flash. It's best if the photo is taken during the daytime.
3. Take photo as directly above the ID as possible. Be sure that your shadow does not cover your ID.
4. Make sure that:
 - All four edges of your ID are visible within the image.
 - All information on the ID is clear & legible

If using a **scanner** to create a scan:

1. Place the ID in the middle of the scanner so that all four edges of the ID are clearly visible.
2. Place a dark sheet of paper (or a dark covered book or cloth) on top of the ID.
3. Scan the ID.

When complete please send your photo/scan to vineyard@rathfinnyestate.com