

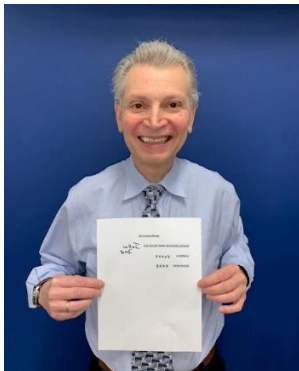
### Geisinger Approved Photo Requirements for EVS Vendors

**PHOTO REQUIREMENTS (unable to be performed until Geisinger 9 Digit Non-Employee # is received):**

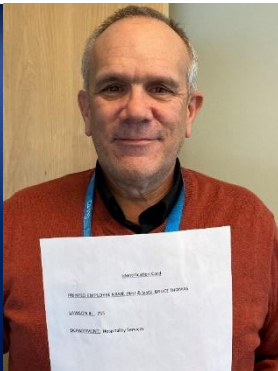
1. Avoid wearing bright white or very dark clothing as it will affect the image quality and exposure.
2. Set up the blue background on a wall, avoiding windows and bright lights.
3. Complete the identification card (see below) and hold at chest height for the photo.
4. Remove your facemask, tinted glasses, sunglasses, earphones, hats, or hair coverings (unless for religious purposes).
5. Have someone take the photo-NO SELFIES.
6. The individual taking the photo should stand about 3 ft away.
7. The photo should be a full, clear, straight- on image of the face (Include, head, neck, and shoulders, allowing ample head room at the top of the frame as well as a clear view of the identification card).
8. The subject should have a neutral facial expression or a natural smile with both eyes open.
9. Be sure the photo is not blurry.
10. Email the following to [idbadgeimage@geisinger.edu](mailto:idbadgeimage@geisinger.edu)
  - a. The digital photo (medium to large resolution)
  - b. Vendor contact name
  - c. Vendor phone number
  - d. Vendor business address
11. Completed badges will be mailed directly to the vendor business address provided.
12. For questions, please contact Joe Mentrikoski, Biomedical Communications: [jmentrikoski@geisinger.edu](mailto:jmentrikoski@geisinger.edu)

**Examples:**

**Good**



**Bad**



Vendors can either order the approved blue background for the photos from the **Digital Print and Mail Center at 570-271-8153** or walk in /email the contacts listed below to set up an appointment to have photos taken at a Geisinger location.

REGION/LOCATION	DEPARTMENT / CONTACT	HOURS / EMAIL
GMC/GSACH/GBH	Biomedical Communications @ GMC*	Mon. – Fri. 7:45am -3:45pm
GWV/GSWB	Security Services @ GWV*	Mon, Wed, Thurs. 6a.m. - noon
GCMC	Security Services*	Mon. – Fri. 4am-10am; 4pm-7pm
GLH	Security Services*	Mon., Wed., Fri. 6am-10am;3pm-7pm
Centre Pointe	Security Services*	Mon. 7am-10am; Wed 1pm-3pm
State College	Jenna Stimer	<a href="mailto:jstimer@geisinger.edu">jstimer@geisinger.edu</a>
Jersey Shore	Emily Bryant	<a href="mailto:ejbryant@geisinger.edu">ejbryant@geisinger.edu</a>
Shamokin	Kimbera Dilliplane	<a href="mailto:kdilliplane@geisinger.edu">kdilliplane@geisinger.edu</a>
Bloomsburg	Becky Marks	<a href="mailto:bmarks2@geisinger.edu">bmarks2@geisinger.edu</a>

\*Schedule a time to have a picture taken.

**Any photos submitted to Biomedical Communications without the blue background will not be used.**

**IDENTIFICATION CARD**  
**PLEASE PRINT CLEARLY**

**PRINTED VENDOR EMPLOYEE NAME (first & last):**

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**Geisinger 9 Digit Non-Employee #:**

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**Vendor (Company) Name:**

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**Vendor (Company) Address:**

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