

PTS Photo Guide

*Examples of acceptable and unacceptable photos for your
CMS Account Profile and PTS ID Card*

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Photo Requirements for PTS Card

In order to gain access and be permitted to work on Metrolinx property within a railway corridor, workers must show a valid PTS ID Card. To successfully produce a Personal Track Safety (PTS) ID Card, a valid photo must be uploaded to the participant profile in the Competence Management System (CMS).

If the photo does not meet the necessary requirements, the temporary PTS Certificate is incorrectly generated and your PTS ID Card is not able to be produced.

Photo Requirements – Acceptable Example

The head shot photo you attach must be current and include the following:

- Clear head shot without being blurred or pixelated.
- Forward facing without being cut off.
- Portrait orientation, not landscape.
- In colour (no black and white photos).
- Include top of shoulders.
- No hats or sunglasses (no hard hats or PPE eyewear).
- Shirt must be worn.
- Cannot be a secondary photo (e.g. taking a picture of a government issued ID or of a printed picture).

Acceptable Photo that meets all requirements.



Clear, colour, forward facing, top of shoulders included, no hat/sunglasses, original photo, portrait (upright) orientation.



Photo Requirements – **Not** Acceptable Examples



NO Hats! (including hard hats)



NO Sunglasses, including PPE



MUST BE in Colour!



NO Copies of Photos!



Photo cannot be CUT OFF.

**MUST be full, shoulders up,
full head and face!**

**MUST be forward facing and
wearing a shirt.**