

You will receive a message either from your leader, trainer or coordinator in your department about your WestJet ID Card and where to send in your picture. This will usually happen after you've been given your employee number.

Or, in some areas of the business, you will be given a Training ID and the WestJet ID will be processed near the end of your training.

Please review the requirements below for submitting your photo.

Photo Requirement Rules

- A headshot must be taken in front of a plain light background/wall, from approximately 12 inches away
- The headshot must be face on, clear, sharp, in focus
- The headshot should be taken within the last six months
- In color, no pictures of a picture
- No hats, not altered/edited/filtered or photoshopped

Image Clearance

- Your headshot must be centered:
- with at least 2 inches from the top of your head to the edge of the picture
- with at least 2 inches from the sides of your shoulder to the edge of the picture
- with at least 5 inches from your chin to the edge of the picture

This photo ID card remains the property of WestJet and must be surrendered upon request or at termination of contract.

