



MARYLAND CAPITOL POLICE ID REQUEST FORM

State Employee Non Employee Contractor Temp
 Reg-Lobbyist N-Lobbyist LGO Media

New Damaged Lost Transfer Name Change Renewal Terminated

Replacement cost for any category of lost State ID card is \$50.00. Replacement cost of 2nd lost card is \$100.00. Replacement cost of 3rd lost card is \$250.00
Only Checks or money orders will be accepted and should be payable to: "Dept. Of General Services." CASH WILL NOT BE ACCEPTED.
A photo ID, such as a Driver's license, MVA identification card, Passport, or Current Military ID card must be shown to process this request.

APPLICANT INFORMATION: ATTACH COPY OF APPLICANT'S DRIVER'S LICENSE - (Make sure photo is clear and light enough to identify the individual)

Name(Print): Last: _____ First: _____ Middle: _____
Date of Birth: _____ Race: _____ Sex: _____ Height: _____ Weight: _____ SSN#: (last four) _____
Driver's License # _____ State: _____ Phone #: (Home/Cell) _____
Home Address: _____

STATE EMPLOYEE INFORMATION:

Agency / Employer: _____ Address: _____
Division/Office: _____ Office Phone #: _____
ID Coordinator: _____ PRINTED FULL NAME _____ Signature: _____ ID COORDINATOR MUST SIGN APPLICATION

LAW
ENFORCEMENT
ONLY:

Is the applicant, under Maryland law, permitted to carry a firearm? Yes No
If Yes, is it required for the applicant's work-related responsibilities? Yes No Permit #: _____

State law, Code of Maryland Regulations, COMAR 04.05.01.03B states: "Except for official purposes and by authorized personnel, an individual on the property may not carry open or concealed firearms, explosives, incendiary devices, or dangerous or deadly weapons." Under COMAR 04.05.01.01A, "property means State public buildings, improvements, grounds, and multiservice centers under the jurisdiction of the Department of General Services."

CONTRACTOR / NON-EMPLOYEE INFORMATION:

(Contractors: \$15.00 payable by CHECK / MONEY ORDER ONLY - payable to: "Dept. of General Services" - No CASH accepted)

Company: _____ Address: _____
Company Phone: _____ Fax: _____
Project #: _____ Building: _____ Task: _____
Agency/Sponsor Name/Title: _____
Agency/Sponsor Signature: _____ Phone: _____
Billing Information for agency payment: _____

LOBBYIST INFORMATION:

(Lobbyist: \$50.00 payable by CHECK / MONEY ORDER ONLY - payable to: "Dept. of General Services" - No CASH accepted)

Current State Ethics Registration Attached: Yes No (COMAR 19A.07.01.04 Registration with Commission)

* Applicant Signature: _____ Date: _____

For Office Use Only:

Approved Disapproved Reviewing Officer's Signature: _____

Date of Request: _____ Card #: FRONT _____ BACK _____ Inv. # _____

Agency Pay Check Money Order Amt. _____ Document #: _____

SCPC Signature: _____ Date: _____

SCPC Signature: _____ Date: _____