



MARYLAND CAPITOL POLICE ID REQUEST FORM

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

New Damaged Stolen Lost Renewal Transfer Name Change

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: _____ SSN#: (last four) _____

Driver's License # _____ State: _____ Phone #: (Home/Cell) _____

Home Address: _____

STATE EMPLOYEE INFORMATION:

Agency / Employer: _____

Address: _____ Office Phone #: _____

ID Coordinator: _____ PRINTED FULL NAME Signature: _____ ID COORDINATOR MUST SIGN APPLICATION Date: _____

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 / MEDIA INFORMATION:

(Contractors: \$15.00 payable by CHECK / MONEY ORDER OR CREDIT CARD - payable to: "Maryland Capitol Police" - **NO CASH ACCEPTED**)

Company: _____ Address: _____

Company Phone: _____ Email/Fax: _____

Building: _____ Task: _____

Agency/Sponsor Name/Title: _____

Agency/Sponsor Signature: _____ Phone: _____

LOBBYIST / NON-LOBBYIST INFORMATION:

(Lobbyist: \$50.00 payable by CHECK / MONEY ORDER OR CREDIT CARD - payable to: "Maryland Capitol Police" - **NO CASH ACCEPTED**)

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

PREFERRED ID PICKUP LOCATION: ANNAPOLIS BALTIMORE

* **Applicant Signature:** _____ **Date:** _____

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, money orders, or credit cards will be accepted and should be payable to: "Maryland Capitol Police." **CASH WILL NOT BE ACCEPTED.** A photo ID, such as a Maryland Driver's License, Maryland MVA Identification Card, Passport, or Current Military ID card must be shown to process this request.

For Office Use Only: Approved Disapproved Reviewing Officer's Signature: _____

Date of Request: _____ Card #: FRONT BACK Approval Code: _____

Credit Card Check Money Order Amt. _____ Document #: _____

SCPC Signature: _____ Date: _____

STATE OF MARYLAND ID CARD

Applicant's Acknowledgement

I acknowledge that I am responsible for the safe-keeping of the State of Maryland ID Card. I will not allow another individual to use, copy, or in any manner reproduce this card. Also, I understand that I must immediately report any lost, stolen, confiscated or destroyed ID Card to my employer (Morgan State University Security Card Coordinator), who will then notify the Maryland Capitol Police. There is a fee that I must pay for the replacement of lost, stolen, or damaged cards. The 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.

Further, I acknowledge that my State of Maryland ID Card is the property of the State of Maryland, and I agree to return my Card to my employer or the Maryland Capitol Police. Also, the ID Card must be turned into my employer upon termination, retirement, or change in my employment status.

Employee Name _____ Date _____

Signature _____

Maryland State ID Card Processing Center Locations

Effective Monday, June 14, 2021, the hours of operation for both Annapolis and Baltimore SCPC's will be as follows: Monday, Wednesday, Friday (Open to the public)

8 a.m. - 2 p.m.

Tuesday and Thursday (By Appointment Only*)

8 a.m. - 12 p.m.

*In the event, you would like to schedule an appointment to obtain an ID on Tuesday or Thursday, please send an email request to dgs.scpc@maryland.gov. Once we schedule your appointment, a confirmation via email will be sent from our office staff.

Closed on all MD State Holidays

Locations:	BALTIMORE	ANNAPOLIS
	201 W Preston St Rm L-6	29 St. Johns Street
	Baltimore MD 21201	Annapolis MD 21401
	Phone: 410-767-1910	Phone 410-260-2941
	Fax: 410-333-7777	Fax: 410-974-2224

You will be required to provide one of the following forms of identification:

- Maryland Driver's License
- Maryland MVA Identification Card
- Current Passport
- Current Military Identification