

DEPARTMENT OF GENERAL SERVICES
PROPERTY MANAGEMENT SECURITY ADMINISTRATION
APPLICATION FOR PHOTO IDENTIFICATION BADGE OR PHOTO IDENTIFICATION ACCESS BADGE

Credentialed press must complete this application and fulfill the requirements listed below in order to apply for a photo identification badge or a photo identification access badge. All applications will be reviewed by the DGS Press Office.

Name of Applicant: _____ Phone: _____

Employer of Applicant: _____

Employer Contact*: _____

Employer Address: _____

Applying for (check one):

- Photo identification badge
- Photo identification/ access badge (for Newsroom Tenants only)

The following documents must be included with this application:

1. Photocopy of employer identification card. If not available, attach a photocopy of another form of picture identification.
2. Photocopy of Press Credentials.
3. Certified print out of Criminal History Record Information Act (CHRIA) report

Submit a check in the amount of **\$10.00** and made payable to **“Commonwealth of Pennsylvania”** to cover the Department of General Services’ costs in processing your request for a photo identification badge or **\$20.00** for a photo identification access badge. **Badges that have been damaged, destroyed, stolen or lost through negligence will be replaced only after payment to Capitol Police Security Administration of a replacement fee of \$15.00 for a photo identification badge or \$25.00 for photo identification access badge.**

By signing below, the applicant and the employer understand that the information provided is material and important and will be relied upon by the Department of General Services in determining whether to issue a photo identification badge or photo identification access badge. Any misrepresentation shall be punishable under §4904 of Title 18 Pa.C.S.A.

Printed Name of Applicant Date

Printed Name of Employer* Date

Signature of Applicant

Signature of Employer*

*Authorized employer is a corporate officer or one who by resolution of the board of directors may bind the corporation; a general partner; or the owner.

Please submit the completed and signed Application for Photo Identification Badge or Photo Identification Access Badge along with the required documents and fees to:

Department of General Services
Security Administration Office
410 North Office Building
Harrisburg, PA 17125
Phone: (717) 346-1402