

Office use only:

Badge #: _____ Expiration Date: _____ Registration #: _____ Registration Status: C / T / E

REGISTERED LOBBYIST APPLICATION FOR PHOTO IDENTIFICATION BADGE

Registered Lobbyists must complete this application and fulfill the other requirements listed below in order to obtain a photo identification badge. **Blue** Photo Identification badge: (1 yr. ID – enter Visitor’s entrance, show ID, go around security screening)

Name of Applicant: _____

Phone: _____

E-mail Address: _____

Mailing Address: _____

REQUIREMENTS:

The following documents must be included with this application:

1. Attach a photocopy of your employer identification card. If you do not have one, attach a photocopy of another form of picture identification.
2. Certified print out of Criminal History Record Information Act (CHRIA) report
Please note that the only acceptable redaction to this document is to the first five (5) digits of the applicant’s social security number.

One option to obtain your CHRIA is to access website: (<https://epatch.state.pa.us>). Fill out the information form and use your credit card, if you have no criminal history; you will receive a clear CHRIA almost immediately while you are on the website. Click on the **control number** and then **certification form**. **Print the Certification Form. Security Administration will only accept the certified form, which contains the state seal.** If there is a criminal history, it will be sent in the mail.

3. Submit a check or money order 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. **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**

APPLICANT SIGNATURE

DATE

Please submit the completed and signed Registered Lobbyist Application for Photo Identification Badge, along with the required attachments to:

*Department of General Services
Security Administration
Room 410 North Office Building
Harrisburg, PA 17125*

The Department of General Services’ Security Administration (717-346-1402) will contact you for an appointment to take your photo for the badge.