

Maryland Capitol Police ID Card Program Criteria and Instructions

I. Who is eligible to participate in the MD Capitol ID Card Program?

- All permanent, SHA temporary, and contractual employees in addition to consultant and Agency temporary employees
- SHA temporary, consultants, contractual, and Agency temporary employees' ID cards **do not** allow them to ride the MTA transit system (buses, light rail, or subway). The MD Capitol ID card is used to access state facilities and identification.

II. Instructions for SHA Temporary, Contractual and Permanent employees

- MD Capitol ID Request Form (MCP Form-2) may be obtained from the Administrative Chief's Corner in the Maryland Capitol Police ID Program folder.
- Each applicant **must** complete the top section of the form under Applicant Information which is self-explanatory. The applicant will know if they are required to complete the Contractor/Non-Employee section based on the box checked for applicant status: State Employee (**Permanent**), Non-Employee (**Agency**), Contractor (**Consultants**), and Temp (**SHA Temporary or Contractual**).
- Please follow the instructions for Agency and Consultants listed on page 2 of instructions if the applicant checked either the **Non-Employee or Contractor** box,
- It is the responsibility of the Administrative Chief or assistant to check and verify the employee's information on the form to ensure they have completed the form accurately. Also, double-check to ensure the employee checked off the correct box at the top of the form as to why he/she is requesting an ID card.
- **Note:** The MCP Form-2 was revised to include "**PREFERRED LOCATION FOR APPLICATION PROCESSING**". The employee will check the box next to the location (Annapolis or Baltimore) where they will go for their photo ID card. **The MCP Form-2 must be signed by either the MDOT SHA Chief ID Coordinator (ESD Assistant Division Chief) or the MDOT SHA ID Sub Coordinator (ESD Transactions Lead). So, please leave the ID Coordinator and Signature lines blank on the MCP Form-2 (ID Request Form). Note: The employee must sign the form. If not signed, it will not be processed.**
- **This application must be included with the New Hire Entry Package for all permanent, contractual, and temporary employees. Note: These employees are on MDOT Payroll.**

- **Once the New Hire Entry package is received and processed in ESD, the MCP Form-2 (ID Request Form) will be extracted from the New Hire Entry Package. It will be signed by the MDOT SHA Chief ID Coordinator (ESD Assistant Division Chief) or MDOT SHA Sub-ID Coordinator (ESD Transactions Lead).**
- **Administrative Chiefs or assistants will be copied on the email when the MCP Form-2 (ID Request Form) is submitted to DGS. After receipt of the application, DGS will respond to the email with “received. The employee must go to the location they selected on their form after 24 hours, on the days and hours listed below for their ID Photo. Note: Permanent, contractual, and temporary employees cannot go until the hire date or after. New Hire Entry Packages should be submitted at least 2 weeks before the employee’s start date.**
- **ESD will maintain a copy of the signed/authorized MCP Form-2 in the employee’s official personnel file.**
- Days and Hours of Operations
 - Monday 8 am -2 pm
 - Tuesday (**Appointment Only**) 8 am- 12 pm
 - Wednesday 8 am -2 pm
 - Thursday (**Appointment Only**) 8 am- 12 pm
 - Friday 8 am – 2 pm
- **If an employee would like to schedule an appointment to obtain an ID on Tuesday or Thursday, please have the employee send an email request to the ESD Transactions Lead. ESD Transactions Lead will provide the information needed to request an appointment. The employee is the only person who can request an appointment, not the Administrative Chief or ESD.**

III. Instructions for Consultants and Agency Employees

- Each applicant **must** complete the top section of the MCP Form-2 under Applicant Information which is self-explanatory. If the applicant checked either the Contractor or Non-Employee box based on the applicant status Non-Employee (**Agency**)/ Contractor (**Consultants**), they must **complete** the Contractor/Non-Employee Information.
- The **Agency/Sponsor Name, Title, and Signature** is the Administrative Chief (i.e. SHA/Jane Doe, Admin. Chief). ~~Also, the Billing Information for agency payments should always be left blank or N/A.~~
- It is the responsibility of the Administrative Chief or assistant to check and verify the employee’s information on the form to ensure they have completed the form accurately. Also, double-check to make certain the employee checked off the correct box as to why he/she is requesting an ID card.

- **Note:** The MCP Form-2 was revised to include “**PREFERRED LOCATION FOR APPLICATION PROCESSING**”. The employee will check the box next to the location (Annapolis or Baltimore) where they will go for their photo ID card. **The MCP Form-2 must be signed by either the MDOT SHA Chief ID Coordinator (ESD Assistant Division Chief) or the MDOT SHA ID Sub Coordinator (ESD Transactions Lead). So, please leave the ID Coordinator and Signature lines blank on the MCP Form-2 (ID Request Form). Note: The employee must sign the form. If not signed, it will not be processed.**
- You must submit the following documentation below for all consultants and agency employees to **MDOT SHA Chief ID Coordinator ESD Assistant Division Chief) and MDOT SHA Sub ID Coordinator (ESD Transactions Lead)**. If not, the request will not be processed until all documents have been received.
 - **MCP Form-2**
 - **MCP Authorization for Release of Information notarized form with the employee’s full social security number.**
 - **Copy of driver’s license or other approved identification.**
- **Administrative Chiefs or assistants will be copied on the email when the MCP Form-2 (ID Request Form) is submitted to MCP. After receiving the application, DGS will respond to the email with “received.” The employee must go to the location they selected on their form after 5 business days, on the days and hours listed below, for their ID Photo.**
- Days and Hours of Operations

• Monday	8 am – 2 pm
• Tuesday (Appointment Only)	8 am-12 pm
• Wednesday	8 am - 2 pm
• Thursday (Appointment Only)	8 am-12 pm
• Friday	8 am - 2 pm
- **If an employee would like to schedule an appointment to obtain an ID on Tuesday or Thursday, please have the employee send an email request to the ESD Transactions Lead. ESD Transactions Lead will provide the information needed to request an appointment. The employee is the only person who can request an appointment, not the Administrative Chief or ESD.**
- If approved, there is a processing fee of \$15.00 (new or renewal that must be paid by credit or with a debit card (Visa, Master Card, and American Express).
- If **not** approved, the employee will receive a letter from MCP with the reason for denial Also, the employee must show either their driver’s license or other approved identifications and sign in every day at the state facility.

IV. **Instruction for Lost, Stolen, or Damaged ID Card**

- **Lost ID Cards** -If the MD Capitol ID card is lost – There is a \$50.00 replacement charge. If the card is lost a second time, the cost is \$100.00, and the third time, the cost is \$250.00.
- **Stolen ID Cards** - If the MD Capitol ID card is stolen, the employee must file a police report and submit it to the Administrative Chief who will email the police report and MCP Form-2 to the **MDOT SHA Chief ID Coordinator ESD Assistant Division Chief) and MDOT SHA Sub ID Coordinator (ESD Transactions Lead).**
- **Damaged ID Cards** - If the MD Capitol ID card is damaged (faded, broken, etc.) employee must submit the damaged ID card to the Administrative Chief who will email a copy of the damaged ID Card and MCP Form-2 to **the MDOT SHA Chief ID Coordinator ESD Assistant Division Chief) and MDOT SHA Sub ID Coordinator (ESD Transactions Lead).**

V. **Locations**

Baltimore Security Card Processing Center
201 W. Preston Street
Baltimore MD 21201

Annapolis Security Card Processing Center
29 St. John Street
Annapolis MD 21407

VI. **Expiration Timeframe**

- Contractual employee ID is valid for two (2) years
- Consultant employee ID is valid for one (1) year
- Agency employee ID is valid for one (1) year
- State Temporary employee ID is valid for one (1) year
- State employee ID does not expire