

## 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, contractual employees in addition to consultant and Agency temporary employees
- SHA temporary, consultants, contractual and Agency temporary employees ID card **do not** allow them to ride the MTA transit system (buses, light rail, or subway). Their MD Capitol ID card is used for identification and state facility access only.

### II. Instructions for SHA, Permanent, Temporary and Contractual 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/Media Information section based on the box checked for the following applicant status:
  - **State Employee**  
Person who is employed full-time, part-time, or temporarily by the State of Maryland
  - **Contractual Employee**  
Person who works for the State of Maryland employed via a Personal Services Contract
  - **Temp**  
Employed through a Temp Agency and or an Agency Intern
  - **Contractor** (Consultants)  
Person not paid directly by the State of Maryland but by another employer
  - **Non-Employee**  
County Employees working in State Facility
- If the applicant checked either the **Temp, Contractor or Non-Employee** box, please follow the instructions for Temp, Contractor and Non-Employee listed on page 2 of instructions.
- 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 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 the following "**PREFERRED LOCATION FOR APPLICATION PROCESSING**". The employee will check the appropriate 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 MDOT SHA Chief ID Coordinator (Sharon Somerville) or MDOT SHA ID Sub Coordinator (Nicole Livingston). 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 are employees who 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 MDOT SHA Chief ID Coordinator (Sharon Somerville) or MDOT SHA Sub-ID Coordinator (Nicole Livingston).
- Administrative Chiefs or assistant will be copied on the email when the MCP Form-2 (ID Request Form) is submitted to DGS. The email will serve as confirmation the employee was approved for a photo ID. The employee must go to the location they identified on their form, on the days and hours listed below for their ID Photo. Note: Permanent, contractual, and temporary employees cannot go until their date of hire or after since New Hire Entry Packages must be submitted at least 2-weeks prior to 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 8am - 2pm
  - Tuesday (Appointment Only) 8am-12pm
  - Wednesday 8am - 2pm
  - Thursday (Appointment Only) 8am-12pm
  - Friday 8am - 2pm
- In the event, an employee would like to schedule an appointment to obtain an ID on Tuesday or Thursday, please send an email request to Nicole Livingston at [NLivingston1@mdot.maryland.gov](mailto:NLivingston1@mdot.maryland.gov). Nicole will provide the employee with the email address to request an appointment. ESD ID Coordinator cannot schedule appointment. Only the employee can schedule their appointment. Once DGS schedule an appointment, a confirmation via email will be sent to the employee.

### III. Instructions for Temp, Contractor and Non-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 Temp, Contractor or Non-Employee box based on the applicant status Temp (Agency)/ Contractor (Consultants), they must complete the **Contractor/Media Information** Section of the form.

- The **Agency/Sponsor Name, Title and Signature** is the Administrative Chief (i.e., SHA/Jane Doe, Admin. Chief). Also, the Billing Information for agency payment 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 the following **“PREFERRED LOCATION FOR APPLICATION PROCESSING”**. The employee will check the appropriate 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 MDOT SHA Chief ID Coordinator (Sharon Somerville) or MDOT SHA ID Sub Coordinator (Nicole Livingston). 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 (Sharon Somerville) and MDOT SHA Sub ID Coordinator (Nicole Livingston)**. If not, the request will not be processed until all documents have been received.
  - **MCP Form-2**
  - **MCP Authorization for Release of Information with the employee's full social security number.**
  - **Copy of driver's license or other approved identification.**
- **Administrative Chiefs or assistant will be copied on the email when the MCP Form-2 (ID Request Form) with the supporting documents are submitted to DGS. The email will serve as confirmation the employee was approved for a photo ID. The employee must go to the location they identified on their application, on the days and hours listed below for their ID Photo.**
- Days and Hours of Operations
  - Monday 8am - 2pm
  - Tuesday (**Appointment Only**) 8am-12pm
  - Wednesday 8am - 2pm
  - Thursday (**Appointment Only**) 8am-12pm
  - Friday 8am - 2pm
- **In the event, an employee would like to schedule an appointment to obtain an ID on Tuesday or Thursday, please send an email request to Nicole Livingston at [NLivingston1@mdot.maryland.gov](mailto:NLivingston1@mdot.maryland.gov). Nicole will provide the employee with the email address to request an appointment. ESD ID Coordinator cannot schedule appointment. Only the employee can schedule their appointment. Once DGS schedule an appointment, a confirmation via email will be sent to the employee.**

- If approved, there is a processing fee of \$15.00 that must be paid by credit or debit card (Visa, Master Card and American Express).
- If **not** approved, 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 Damage ID Card**

- If and or when an employee reports their ID card was **STOLEN or LOST** it is your responsibility as the Administrative Chiefs to notify our office immediately. We will notify MD Capitol Police to block access on that card for security purposes.
- **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 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 provide the Security Card Processing Centers with a copy of the incident report. They will not accept the case number only.
- **The MCP Form-2 must be signed by either MDOT SHA Chief ID Coordinator (Sharon Somerville) or MDOT SHA ID Sub Coordinator (Nicole Livingston). 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.**
- **The Administrative Chief and assistant will be copied on the email when the MCP Form-2 (ID Request Form) and supporting documents are submitted to DGS. The employee must go to the location they identified on their application to obtain a replacement card.**
- **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 **MDOT SHA Chief ID Coordinator (Sharon Somerville) and MDOT SHA Sub ID Coordinator (Nicole Livingston)**
- **The Administrative Chief and assistant will be copied on the email when the MCP Form-2 (ID Request Form) and damaged ID Card are submitted to DGS. The employee must go to the location they identified on their application for a replacement ID card at no charge.**

#### 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