

Office use only: badge number _____ exp. Date: _____

LOBBYIST APPLICATION FOR PHOTO IDENTIFICATION BADGE

Lobbyists must complete this application and fulfill the other requirements listed below in order to obtain a photo identification badge.

NAME: _____

PHONE: _____

E-MAIL: _____

MAILING ADDRESS: _____

REQUIREMENTS:

Blue Photo Identification badge: (1 yr. ID – enter Visitor’s entrance, show ID, go around security screening)

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. Attach a copy of your Criminal History Background check (CHRIA)

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 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. For no additional fee, the Department will, upon your written request, provide the Department of State with your photo for lobbyist registration as required by Lobbying Disclosure Law, Act 134 of 2006.

APPLICANT SIGNATURE

DATE

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

**Department of General Services
Security Administration
B-05 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.