

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.

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 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.

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.