Electronic Submission for The Security Card Processing Center

The MCP Security Card Processing Center (SCPC) will only accept applications for State ID Cards submitted through electronic mail. This memorandum describes the process, requirements and information needed to facilitate effective implementation of this new requirement.

1. All individuals requesting a State of Maryland Security Card must submit a complete security card application containing the signatures of the applicant and the agency ID coordinator.

    a. All state employee and contractor requests must be submitted by agency ID coordinators or the agency sponsor.

    b. All forms and requested documentation shall be submitted via email to: dgs.scpc@maryland.gov.

    c. Applications can be obtained from our MCP Website: http://www.mcp.maryland.gov

    d. The applicant must submit a copy of a government issued photo ID in addition to the application (state issued driver's license, military ID, passport, etc.).

    e. For contractors, required documentation must include the following:

        1. Application request form signed by agency sponsor.
        2. Authorization for release (Page 2) signed and must be notarized.
        3. Copy of driver's license (or other approved identification)
        4. All Contractors will go through a background process that would require an approval for a contractor ID.
        5. The contractor can report to the SCPC office after 5 business days of the date of submission to obtain their ID.
        6. Contractor fee is $15.00 and is the responsibility of the applicant.
        7. We accept payment by credit card, debit card (Visa, Master Card and American Express), and Apple Pay.
        8. All payments must be made in person before obtaining your ID card.

2. If you choose to submit a photograph prior to reporting to the Security Card Processing Center **(Optional)**, the photo must meet the following requirements:

    - Picture must be JPEG formatted.
    - Picture must be a white background.
    - Must be dressed in business or business casual attire.
    - No headgear or face coverings may be worn.
    - Picture must be of just the head and shoulders.
    - 2 x 2 inches (51 x 51 mm)
    - Scanned at a resolution of 300 pixels per inch (12 pixels per millimeter)

3. ID coordinators will email the above-mentioned information to the SCPC, after verifying all the above criteria has been met.

The SCPC will review all email submissions for all required documentation and verify all information submitted is correct. Once received, SCPC will send a "received" response to the requestor to indicate the application request form is in the office.

The following process will occur once received in the SCPC office:

1   All applications will be printed, inputted in the system, and filed until the applicant arrives.

2   Application request forms will remain in the office for 90 days before it is disposed of.

3   In the event, it is disposed, the employee is responsible for contacting the ID coordinator to submit a new application request form.

4   Once application is at our office, the employee is welcome to come to the Security Card Processing Center indicated on the application request form to obtain their ID card.

For more information about the electronic submission process, please contact either Security Card Processing Center:

Baltimore SCPC: Office: 410-767-1910 Email: dgs.scpc@maryland.gov
Annapolis SCPC: Office: 410-260-2941 Email: dgs.scpc@maryland.gov