

Lobbyist and Non-Lobbyist Procedure to obtain a State ID

Maryland Capitol Police of the Department of General Services (MCP) has implemented some new procedures regarding state identification cards for lobbyist and non-lobbyists. Some of these procedures were implemented to improve customer service and streamline efficiencies. Applications can now be processed online, via email and we accept credit card payments. Here are the steps needed for processing request for lobbyist ID cards:

LOBBYIST PROCEDURES:

1. Applicant must be an active registered member with the Maryland State Ethics commission.
2. Application forms may be downloaded from our website <https://mcp.maryland.gov> . Once on the website, continue to Safety and Services; State ID Cards; and click on ID request form. **Complete the application request form and have the authorization of release of information (MCP Form 2) notarized, before submission.**
3. Forward completed application package; lobbyist registration activation form (from Maryland State Ethics Commission); and a copy of your driver's license to the following email: dgs.scpc@maryland.gov; or in person drop off the Security Card Processing Centers at either of the following locations:

201 W. Preston Street Room L-6	29 St. Johns Street
Baltimore, MD 21201	Annapolis, MD 21401
Phone: 410-767-1910	Phone: 410-260-2941
4. Applicants are no longer required to obtain a date stamped copy of your registration form from the Ethics Commission to obtain a state identification badge. You may print the e-mail from the commission as evidence of your activated registration and present it to MCP Security Card Processing Center.
5. Upon background check approval, you may submit a photo in JPEG format with a white background or take a photo in the Security Card Processing Center.
6. Report in person to either of the above-mentioned locations (depending on where your ID was completed) to obtain your ID credentials.
7. Forms of payment may be by; check, money order, or credit card (Visa, MasterCard American Express, Discovery or debit). **NO PAYMENT BY MAIL**
8. **Hours of Operation: Monday, Wednesday, Friday 8am-2pm. Tuesday/Thursday by appointment only- Please send an email request to dgs.scpc@maryland.gov**

NON-LOBBYIST PROCEDURES:

1. Applicants must have a letter on the company letter head stating that you will be lobbyist for them during the current legislative session.
9. Application forms may be downloaded from our website <https://mcp.maryland.gov> . Once on the website, continue to Safety and Services; State ID Cards; and click on ID request form. **Complete the application request form and have the authorization of release of information (MCP Form 2) notarized before submission.**
2. Forward completed application package; non-Lobbyist application, letter of Intent on company letterhead and a copy of your driver's license to the following email: dgs.scpc@maryland.gov; or in person to one of the Security Card Processing Centers at either of the following locations:

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Baltimore, MD 21201	Annapolis, MD 21401
Phone: 410-767-1910	Phone: 410-260-2941
3. Upon background check approval, you may submit a photo in JPEG format with a white background or take a photo in the Security Card Processing Center.
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