January 7, 2021

TO: Maryland General Assembly; Maryland ID Coordinators; Maryland State Employees; Maryland Credentialed Press; Lobbyists and Contractors

FROM: Ellington E. Churchill, Jr., Secretary

Michael Wilson, Chief - Maryland Capitol Police

RE: Maryland State ID Card - Electronic Application

Purpose:

The purpose of this memorandum is to provide information regarding updated procedures for applying to receive a Maryland State Identification Card, requiring the submission of the application electronically. Effective immediately, the Maryland Capitol Police (MCP) will no longer accept paper applications for State ID cards.

Hastened by the COVID-19 Pandemic where it is imperative that proper social distancing protocols and practices be followed, as well as limiting contact with others, MCP has begun implementing its plans for modernizing and streamlining the State ID application process. As a result, effective on Monday, January 4, 2021, 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.

Electronic Submission of Security Card Application:

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. Applications can be obtained from our MCP Website: http://www.mcp.maryland.gov
   b. All forms and requested documentation shall be submitted via email to: dgs.scpc@maryland.gov.
   c. State employee and contractor requests will be submitted by unit ID coordinators.
   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, etc.).
   e. Required documentation must include the following.
      i. ID Application (MCP Form 2), signed by applicant and ID coordinator
         1. Page 2 of this document (authorization for release of information) must also be signed by the requestor.
      ii. Copy of driver’s license (or other approved identification)
iii. Electronic JPEG formatted photograph of applicant

f. If applicable, fees which are the responsibility of the applicant must be paid by credit or debit card (Visa, Master Card and American Express), payment may be made in person while retrieving your ID card. For more information about this process please contact either security card processing center:

i. Baltimore SCPC:
   1. Office: 410-767-1910  Fax: 410-333-7777  email: dgs.scpc@maryland.gov

ii. Annapolis SCPC:
   1. Office: 410-260-2941  Fax: 410-974-2224  email: dgs.scpc@maryland.gov

2. Photographs for the security card must meet the following requirements:
   a. Picture must be JPEG formatted
   b. Picture must be a white background
   c. Must be dressed in business or business casual attire
   d. No headgear or face coverings may be worn
   e. Picture must be of just the head and shoulders

3. In addition to the digital image requirements, your photo must be:
   a. 2 x 2 inches (51 x 51 mm)
   b. Scanned at a resolution of 300 pixels per inch (12 pixels per millimeter)

4. 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 notify the requestor that the application was received. The following process will occur:
   a. All applications will be logged and printed out for completion
   b. SCPC supervisor will assign applications to appropriate personnel
   c. Applications will be completed, and ID cards will be printed
   d. Completed state employee and contractor cards will be returned to the appropriate ID coordinator. In the case of other applicants, ID cards may be picked up at the appropriate SCPC.

The SCPC is currently in the process of improving client services. We are working with the Department of Information Technology to improve the way we provide our services to internal and external stakeholders. Our goal is to provide an improved level of service, the reduction of lines and update our access control systems at each SCPC. Your cooperation and understanding during this transition are greatly appreciated!