



# NON-EMP

## Maryland Capitol Police ID REQUEST FORM

Name (Print): LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Agency / Employer: \_\_\_\_\_ Last four numbers of Social Security Number: \_\_\_\_\_

Division/Office: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Authorization (Sponsor Signature): \_\_\_\_\_

Sponsor Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Billing Information for agency payment: \_\_\_\_\_

Is the applicant, under Maryland law, permitted to carry a firearm? Yes  No

If Yes, is it required for the applicant's work-related responsibilities? Yes  No  If Yes, Permit #: \_\_\_\_\_

State law, Code of Maryland Regulations, COMAR 04.05.01.03B says: "Except for official purposes and by authorized personnel, an individual on the property may not carry open or concealed firearms, explosives, incendiary devices, or dangerous or deadly weapons." Under COMAR 04.05.01.01A, "property means State public buildings, improvements, grounds, and multiservice centers under the jurisdiction of the Department of General Services."

Non-Employee ID Card:  New  Damaged  Lost  Transfer  Name Change  **Renewal**

**Replacement** cost for any category of lost State ID card is **\$50.00**. **Replacement** cost of **2<sup>nd</sup> lost** card is **\$100.00** **3<sup>rd</sup> lost** **\$250.00** **only Checks or money orders** will be accepted and should be payable to: **Dept. Of General Services**. **CASH WILL NOT BE ACCEPTED**. *A photo ID, such as a Maryland Driver's license, Maryland MVA identification card, Passport, or Current Military ID card must be shown to process this request.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature authorizes release of information/background check.

### For Office Use Only:

Approved  Disapproved  Reviewing Officers Signature \_\_\_\_\_

Date of Request: \_\_\_\_\_ Card #: \_\_\_\_\_ Inv. # \_\_\_\_\_

Agency Pay  Check  Money Order Amt. \_\_\_\_\_ Document #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_