

**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.**