

Commonwealth of Pennsylvania
Lobbyist Photo Identification Badge Renewal

Dear Lobbyist,

Your Commonwealth of Pennsylvania Lobbyist Photo Identification Badge will expire in the near future. You may renew your photo identification badge if you are a registered lobbyist with the Pennsylvania Department of State.

Please submit the following items to Security Administration to renew your photo identification badge -

1. Certified print out of Criminal History Record Information Act (CHRIA) report

Please note that the only acceptable redaction to this document is to the first five (5) digits of the applicant's social security number.

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.

2. 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. Badges that have been damaged, destroyed, stolen or lost through negligence will be replaced only after payment to Capitol Police Security Administration of a replacement fee of \$15.00 for a photo identification badge

The Pennsylvania State Police Background Check may be submitted to Security Administration via fax (717-346-1408) or email (ra-idaccess@pa.gov). Renewed photo identification badges may be picked up in the Security Administration Office (located in the North Office Building, 4th floor, room 410) in exchange for your \$10.00 check or money order made payable to the Commonwealth of Pennsylvania. Please note - the Security Administration Office is closed from 12:00pm to 1:00pm daily.

Thank you,

Security Administration
Room 410 North Office Building
Harrisburg, PA 17125
Phone: 717-346-1402
Fax: 717-346-1408

Office Hours:

Monday - Friday

8:00am – 12:00pm & 1:00pm - 4:30pm

November 28, 2012