

Generic Photo ID Card Request Process

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Card Access Team, Property Management Division, Ministry of Central Services
The process below details how employees can request a new generic photo ID card.

Process:

1. Complete a [Photo ID Request Form](#).
2. Request a photo of the applicant (see Requirements below).
3. E-mail the completed request form and applicant photo to photoidrequest@gov.sk.ca.
4. Once the request has been processed, the ID card will be sent to the appropriate person/requestor for distribution to the applicant.
5. Expired ID cards or cards that are no longer required should be collected by the appropriate person/requestor and MUST be returned to the Photo ID Office at 1920 Rose Street.
6. Lost or stolen ID cards MUST be reported to the Photo ID Office immediately.

NOTE: ID cards with outdated visual identity do not need to be replaced, only expiring/expired cards need replacing. When cards are expiring/expired or no longer required, they are to be collected by the supervisor or manager and returned to the Photo ID Office at 1920 Rose Street.

Requirements:

- A completed, signed and approved [Photo ID Request Form](#) for each applicant.
- A current photo of the applicant with the following specifications:
 - from the shoulders up
 - no hats
 - no sunglasses
 - against a plain background
 - file should be in JPG format and labelled with the applicant's full name.
- The completed request form and applicant photo must be sent together in one email by your supervisor/admin staff.

NOTE: Site visits can be scheduled for photos of groups of 10 or more employees by contacting photoidrequest@gov.sk.ca. While on site, completed request forms are collected, IDs verified and photos taken. Cards will then be printed and mailed to employees when ready.