

Photo Identification Card Guide

Property Management Division, Ministry of Central Services

This guide should be used to learn how to request and use a government photo identification card.

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About Photo Identification Cards

New employees	<ul style="list-style-type: none">All new employees should get a photo identification (ID) card. A helpful tip for managers is to include the Photo ID Request Form with new employee startup documentation and orientation materials.
Expiration date	<ul style="list-style-type: none">Just like a carton of milk, all Government photo ID cards have an expiration date. Photo ID cards can be valid for up to a maximum of five years. After a card expires a new photo is required. If an employee moves to a different ministry or damages their card they can request a new one before the card expires. In this case, a new photo is required if the card is more than a year old.
Returning your card	<ul style="list-style-type: none">It might have your face on it but photo ID cards are the property of Government of Saskatchewan. Photo ID cards must be returned to Photo ID Services at 1920 Rose Street when expired or if the card is no longer required. It is the responsibility of the supervisor to ensure photo IDs are surrendered and returned to Photo ID Services when an employee leaves their job. If you are replacing a lost or expired card, you can retain your old ID card until the new one arrives, at which time the old one must be returned to Photo ID Services.
Contractors	<ul style="list-style-type: none">Criminal Record Checks may be required in order for building and project contractors to obtain photo ID. If required, Criminal Record Checks must be sent to Photo ID Services with the request for photo ID. Note: this does not apply to contract employees. Please contact Photo ID Services for more information.
Proof of identity	<ul style="list-style-type: none">A piece of current government issued photo identification is required in order to obtain a photo ID card.
Card designs	<ul style="list-style-type: none">New ID designs or changes to the current design for Government ID cards can be coordinated through Photo ID Services. Any changes to design will require approval from the ministry's Communication Branch and Executive Council. Agencies/Authorities/Crowns, etc., require approval from their internal Communication branch.
Not the same as card access	<ul style="list-style-type: none">Please note that photo ID is not the same as a card access key. Photo ID cards identify you as a government employee but do not grant you access through secure doors that require a card access key.

Photo Requirements

If you are submitting a photo with an email request, please consider the following photo requirements:



- Photo resolution should be a minimum of 300 dpi.
- Photos must be taken against a plain background.
- Photos should be taken straight on with the individual looking forward.
- Photos should be taken from the shoulders up and allow for some buffer space around the top and sides of the head.
- You cannot wear a hat or sunglasses but you are welcome to smile.
- Photo files must be sent in jpeg format.
- You cannot reuse a photo from an expired ID.