

# Project Contractor ID Card Request Process

Last Updated: July 2022

Card Access Team, Property Management Division, Ministry of SaskBuilds and Procurement

*The process below details how project managers can request a new project contractor photo ID card.*

## Process:

1. Complete a [Photo ID Request Form](#).
2. Provide a photo of the applicant (see Requirements below).
3. Request a copy of a government-issued photo ID from the applicant (a copy must be submitted with the ID card request).
4. Submit a criminal record check (CRC) request for the applicant to James Pham in SaskBuilds & Procurement Risk Management at [james.pham@gov.sk.ca](mailto:james.pham@gov.sk.ca). SaskBuilds & Procurement Risk Management will inform the Photo ID office of the results of the Criminal Record Check.
5. E-mail the completed request form, applicant photo, and copy of government-issued photo ID to [photoidrequest@gov.sk.ca](mailto:photoidrequest@gov.sk.ca).
6. Once the request has been processed, and the CRC is approved, the ID card will be sent to the appropriate person/requester for distribution to the applicant.
7. Expiring/expired ID cards or cards that are no longer required should be collected by the appropriate person/requester and MUST be returned to the Photo ID Office at 1920 Rose Street.
8. 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**NOTE:** ID cards with outdated visual identity do not need to be replaced, only expiring/expired cards need replacing.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:
  - A current photograph of the applicant with the following specifications:
    - from the shoulders up
    - no hats
    - no sunglasses
    - no filters on the image
    - against a plain background
    - file should be in JPG format and labelled with the applicant's full name
    - a recent photo 2-5 days old
  - A copy of the applicant's government-issued photo ID (e.g. driver's license).
- The completed request form, applicant photo, and government-issued photo ID must be sent together in one email by the Project Manager.
- The Project Manager must also send the following information:

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- Project Manager name – the person managing the ID cards for the project
  - project # (e.g. LLM12345)
  - building name or location (e.g. Saskatoon Court House)
  - project name (e.g. roof replacement)
  - project end date – used as the expiry date for the ID card, which is printed on the card.
- Criminal record check (CRC) clearances are required for each contractor.
    - ID cards will not be printed until the Photo ID Office receives the applicant CRC clearance from Risk Management.