

# Photo ID Request Form

Last reviewed: April 2024  
Next review: April 2025

Operations and Service Delivery Division, Ministry of  
SaskBuilds and Procurement

This form should be used to request a photo ID card for new employees or to replace an expired or lost photo ID card. Please note this form requires physical or Adobe verified signatures and can be scanned and emailed to [photoidrequest@gov.sk.ca](mailto:photoidrequest@gov.sk.ca) via your Ministry's photo ID contact.

## Applicant Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

New photo ID card

Card renewal replacement

\_\_\_\_\_  
Ministry/Company

\_\_\_\_\_  
Location

Lost card replacement

**I hereby acknowledge the following:** The Government of Saskatchewan Photo Identification Card shall remain the property of the Government of Saskatchewan, controlled by the Ministry of SaskBuilds and Procurement and must be returned upon demand by the employee's supervisor or upon termination of employment. It shall be the responsibility of the employee to notify Photo ID Services and his/her supervisor if the Photo Identification Card is lost.

Personal information collected for the Photo Identification Program will be used to prepare a Photo Identification Card and/or to provide a replacement card as may be required. Any disclosure by the Ministry of SaskBuilds and Procurement of personal information collected will be in compliance with the "Freedom of Information and Protection of Privacy Act," or with the written consent of the cardholder. Digital photographic images collected by SaskBuilds and Procurement for the Photo Identification Program will be retained by SaskBuilds and Procurement for a period of five (5) years. When the retention period is reached digital photo images are deleted and paper records are stored as per the retention period set out in the Operation Records System.

I acknowledge and accept the conditions under which the Government of Saskatchewan Photo Identification Card is issued.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Telephone (work)

\_\_\_\_\_  
Date

## Application Authorization

Employment Type:  Employee

Consultant

Requires Act(s) \_\_\_\_\_

Contractor (Project #)

Student

Card Expiry Date:

Standard 5 year

Other \_\_\_\_\_

Student \_\_\_\_\_

\_\_\_\_\_  
Approver Signature

\_\_\_\_\_  
Telephone (work)

\_\_\_\_\_  
Date

## Invoice to / Send to

\_\_\_\_\_  
Name

Address

\_\_\_\_\_  
Ministry/Company

### For additional information or assistance contact:

Ministry of SaskBuilds and Procurement  
Photo ID Services  
1920 Rose Street  
Regina, Saskatchewan S4P 0A9  
Email: [photoidrequest@gov.sk.ca](mailto:photoidrequest@gov.sk.ca)  
Phone: 306-787-9367 or 306-787-9231