

# Contractor Photo ID Card Request Process

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The process below details how Building Operations staff or Project Managers request a contractor photo ID card.

## Process:

These are the steps that a contractor must perform in order to obtain a Photo ID card:

1. Please send the applicant's completed Criminal Record Check (CRC) to the Risk and Safety unit at [background@gov.sk.ca](mailto:background@gov.sk.ca) within the Ministry of SaskBuilds and Procurement. Upon completion, SaskBuilds and Procurement Risk Management will notify the Photo ID office of the CRC results.
2. Complete a [Photo ID Request Form](#).
3. Provide a photo of the applicant (see Requirements below).
4. Request a copy of a government-issued photo ID from the applicant (a copy must be submitted with the ID card request). If, for any reason, you cannot supply a government-issued photo ID from the applicant, please contact Building Access and Security at 306-787-9231.
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/requestor for distribution to the applicant (e.g., project manager or building operations staff).
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**NOTE:** ID cards with outdated visual identity do not need to be replaced; only expiring/expired cards need replacing.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 photograph of the applicant with the following specifications in this link: [Photo Identification Card Guide](#)
- A copy of the applicant's government-issued photo ID (e.g. driver's license).
- 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.
- For project-related contractors, the completed request form, applicant photo, and government-issued photo ID must be sent together in one email.
  - Project Managers must send the following information:
    - project manager name – the person managing the ID cards for the project;
    - project number (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.

### Process for verification of contractors.

In provincial government facilities, you may be asked by security personnel or another government employee to provide verification of your identity as a person who has authorization to be in the facility. If asked for verification of identity, you must show your SaskBuilds & Procurement government-issued Photo ID card.

Security personnel or government employees will try to verify your identity based on your photo ID card.

- If they are unable to verify your identity, you will then be asked to contact your supervisor or a colleague to verify your identity. The person verifying you must have a SaskBuilds and Procurement issued government Photo ID card.
- If your identity still cannot be verified, please contact Building Access & Security at 306-787-8011.

**NOTE:** It is the responsibility of the employer to make sure that someone will be available to identify this person, if necessary. If the person cannot be identified after following all of the above steps, the person will be asked to leave the facility.