

Employee Photo ID Card Request Process

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Card Access Team, Operation Services & Delivery Division, Ministry of SaskBuilds and Procurement
The process below details how to request an employee photo ID card.

Process:

The following steps must be completed by a person in your organization who is authorized to submit Photo ID requests to Building Access & Security. Depending on your organization, this could be your Supervisor/Manager, Executive Assistant or Card Access Administrator.

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 to photoidrequest@gov.sk.ca or 306-787-9231

NOTE: ID cards with outdated visual identity do not need to be replaced; only expiring/expired cards need replacing.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](#)
- The completed request form and applicant photo must be sent together in one email.

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 are verified, and photos are taken. Cards will then be printed and mailed to employees when ready.

Process for verification of employees with Photo ID

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 and 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 and Security at 306-787-8011.
- If the person cannot be identified after following all of the above steps, the person will be escorted from the facility.

NOTE: It is the responsibility of the employer to make sure that someone will be available to identify this person, if necessary.