

Directions for Obtaining a State of MD Employee ID

All regular-status faculty and staff who wish to use the free ridership benefit must get a state ID. Steps to obtain a state ID:

1. Employees must fill out and provide the following (3 items):

A.  [State Employee ID application](#)

B. a copy of their government-issued photo ID (driver's license or passport)

C. jpeg photograph of the applicant

Photographs for the security card must meet the following requirements:

a. Picture must be JPEG formatted

b. Picture must be a white background

c. Must be dressed in business or business casual attire

d. No headgear or face coverings may be worn

e. Picture must be of just the head and shoulders

In addition to the digital image requirements, your photo must be:

a. 2 x 2 inches (51 x 51 mm)

b. Scanned at a resolution of 300 pixels per inch (12 pixels per millimeter)

2. Send completed information to TU's id coordinator, Irene Lam, ilam@towson.edu via TU's secure file delivery service, <https://fds.towson.edu>.
3. Once received, Irene will verify all necessary criteria and send employees applications to SCPC State Offices.
4. The ID coordinator will receive notification from SCPC and will inform the employee requesting the card that in 48 hours, they can go to either the Annapolis or Baltimore location to pick up their card only on **Monday, Wednesday, and Friday between 8 am- 2 pm.**

There are two locations:

BALTIMORE

201 W Preston St Rm L-6

Baltimore MD 21201

Phone: 410-767-1910

Fax: 410-333-7777

ANNAPOLIS

29 St. Johns Street

Annapolis MD 21401

Phone 410-260-2941

Fax: 410-974-2224

5. Employees can pick either location because the card will be printed on-site when the employee arrives to pick it up.
6. Employees should bring a printed  [State Security Card Acknowledgement](#) to the pick up as they will be required to sign it in front of the staff.