

# DIVISION OF PROTECTIVE SERVICES CAPITOL POLICE

## STATE OF WEST VIRGINIA ACCESS CARD/ID BADGE/BACKGROUND INQUIRY REQUEST FORM

Access Card Number  
\_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Contractor/Vendor                                       | <input type="checkbox"/> Press   |
| <input type="checkbox"/> Background Inquiry <input type="checkbox"/> Access Card | <input type="checkbox"/> ID Badge Expiration: _____ <input type="checkbox"/> Photo attached (contractors only) |
| <input type="checkbox"/> Modification <input type="checkbox"/> Cancel Card       | <input type="checkbox"/> Card Returned <input type="checkbox"/> Card not returned                              |

**Please report lost or stolen access cards/ID Badges immediately to the Division of Protective Services access card coordinator at 558-4443, or the main office at 558-9911.** Replacement cost for a lost or stolen access card or ID Badge is \$10.00 (cash, money order, or check payable to Division of Protective Services). Email forms with photos to: [margaret.m.cash@cappd.wvsp.gov](mailto:margaret.m.cash@cappd.wvsp.gov)

Please print the following personal information:

Name: (Last, First, M.) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Agency Awarding Contract/Contact Name/Phone: \_\_\_\_\_

Company Name/Contact Name/Business Phone: \_\_\_\_\_

Type of Work: \_\_\_\_\_ Building # \_\_\_\_\_ Work Area: \_\_\_\_\_

Driver's License Number/State: \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year                      Make                      Model                      Color                      Vehicle License Number

Person to contact in case of an emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Building Access Requested

Building: 01 03 04 05 06 07 09 10 11 15 16 17 20 21 22 23 24 25 27 32 33 34 36 37 53 54 74 84 86 88 97  Plaza East  DNR Forks of Coal  DOH Weston  DOH Dry Branch  Economic Development

Access Time Requested:     Public Hours M-F                       Extended Business Hours (530am- 7:30pm) M-F  
 Extended Business Hours (530am- 7:30pm) M-SSH     24/7  
Access needed on:     Saturdays                       Sundays                       Holidays  
Access needed in other Buildings:     Yes                       No    If yes, which buildings: \_\_\_\_\_

\_\_\_\_\_  
Agency Access Card Coordinator    Signature                      Date                      Requesting Agency Phone Number

### Applicant Background Inquiry

**Pursuant to West Virginia Code 15-2D-3 (e), service providers, such as vendors or contractors, whose employees are regularly employed on the grounds or in the buildings of the Capitol complex, or who have access to sensitive or critical information, are required to submit to a fingerprint based criminal history investigation completed by both the West Virginia State Police and Federal Bureau of Investigation. Privacy Act Statement Attached.**

**Applicants are required to complete this application and forward the same to the Division of Protective Services before fingerprints are submitted at IdentoGo (Idemia). Applicants have the opportunity to complete or challenge the accuracy contained in the FBI identification record. The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.**

Applicant's Signature: \_\_\_\_\_