

**Security System Administration**  
**B05 North Office Building**  
**Harrisburg PA 17125**  
**Phone: 717-346-1402**  
**Fax: 717-346-1408**  
**Office Hours: 8:00 am. - 4:30 pm., Monday - Friday**

Dear Lobbyist,

Your Commonwealth ID badge will expire in the near future. You may renew your ID badge **with** a criminal history background check (CHRIA) for one (1) year. This badge will enable you to come through a visitor's entrance without going through the security screening. Please e-mail ([kdrawbaugh@state.pa.us](mailto:kdrawbaugh@state.pa.us)), or call (717-346-1402) to let us know that you would like to renew your ID badge. You may then pick up your new badge at Security Administration located in B-05 North Office Bldg. Harrisburg.

A firm or association may send us a list of names with soon to expire badges, and one person can pick them up. Updated CHRIA's **with a clear** Criminal history may be delivered at the time of badge pick up. Updated CHRIA's **with a criminal history** must be received before that time, or faxed to Security Administration at 717-346-1408. Badges may be picked up Monday through Friday 8 am. – 12 pm. and 1 pm. – 4 pm.

One option to obtain your CHRIA is to access website:( <https://epatch.state.pa.us>). Fill out the information form and use your credit card, if you have no criminal history; you will receive a clear CHRIA almost immediately to the webpage you are using. Click on the **control number** and than **certification form**. **Print the certification form**. **Security Administration will only accept this certified form, which contains the state seal**. If there is a criminal history, it will be sent in the mail.

**At the time of pick-up, you will need to bring with you a check in the amount of \$10.00 and made payable to “Commonwealth of Pennsylvania” to cover the Department of General Services’ costs in processing your request for renewal.** For no additional fee, the Department will, upon your written request, provide the Department of State with your photo for lobbyist registration as required by Lobbying Disclosure Law, Act 134 of 2006.

Please note that the Capitol Police will confiscate any expired badge.

Thank you for your cooperation in this matter.

Sincerely,

Kim L. Drawbaugh  
Systems Administrator