

State of Michigan  
Administrative Guide to State Government

## 0250.06 ID/Access Cards

Issued: August 10, 2015  
Revised: October 22, 2020  
Reviewed: February 7, 2022  
Next Review Date: February 7, 2023

### PURPOSE

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To establish uniform procedures for the issuance and proper display of DTMB-issued ID/Access Cards and the issuance and proper display of a Temporary Visitor Pass when DTMB-issued ID/Access Cards have not been assigned or are not available in DTMB-managed state-owned facilities.

### APPLICATION

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Executive Branch Departments and Sub-units located in DTMB-managed state-owned facilities.

### CONTACT AGENCY

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Department of Technology, Management and Budget (DTMB)  
Cybersecurity and Infrastructure Protection (CIP)  
Office of Infrastructure Protection (OIP)

Telephone: 517-241-1856 ID & Access Card Services

E-mail: [DTMB-Security@michigan.gov](mailto:DTMB-Security@michigan.gov)

### SUMMARY

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In accordance with Public Act 431 of 1984, as amended, "The Management and Budget Act", DTMB is charged with the oversight of security, access control and parking at facilities operated by the department.

### APPLICABLE FORMS

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[DTMB-0132 Meeting Attendance Clearance](https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/DTMB%20Meeting%20Attendance%20Clearance.docx)

([https://stateofmichigan.sharepoint.com/teams/insidedtmb/work\\_/DTMB%20Forms/DTMB%20Meeting%20Attendance%20Clearance.docx](https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/DTMB%20Meeting%20Attendance%20Clearance.docx))

[DTMB-0453 Contractor Security Clearance](https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Procurement/Design-and-Construction/Forms/DTMB-0453--Contractor-Security-Clearance-Form.docx?)

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[Michigan ID Card Access Request Process \(MICARP\)](https://miloginworker.michigan.gov/micarp/DTMB_MICARP/Start/)

([https://miloginworker.michigan.gov/micarp/DTMB\\_MICARP/Start/](https://miloginworker.michigan.gov/micarp/DTMB_MICARP/Start/))

### PROCEDURES

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All State of Michigan (SOM) employees, contractors who will be employed for more than two weeks and, Board, Commission, Council and Task Force members as

directed by their governing agency, who work within a DTMB-managed facility or require routine access to DTMB-managed facilities shall possess a current SOM Standard Identification (ID) Card or Access Card issued by DTMB.

General access to buildings managed by DTMB and other facilities equipped with a DTMB-managed card access system will be granted within the Michigan ID Card Access Request Process (MICARP). General access to facilities without a DTMB-managed card access system will be determined at the specific building location.

A properly approved MICARP request is required to issue an ID/Access Card and to add, change or delete building access programming. A separate MICARP request is not required for Turnstile Access into facilities. ID/Access Card deactivation and/or access removal requests must be made via an approved MICARP request. Access to certain DTMB-managed facilities and/or rooms within facilities shall be granted via MICARP in accordance with agency policy. Authorized Approvers have been designated by Administrative Officers to process such requests.

SOM employees will be issued an ID/Access Card with no expiration date. Employees are required to update their ID/Access card when they have a legal name change and/or the photo printed on the card is no longer an accurate depiction of the employee.

Contractors will be issued an ID/Access Card with an expiration date one year from the date of issuance unless an expiration date of less than one year is requested. A MICARP request is required to request renewal of their ID/Access Card.

Board, Commission, Council and Task Force members will be issued an ID/Access Card for the length of their appointment as directed by their governing agency. A new MICARP request will be required to renew the ID/Access Card should the member be reappointed to a Board, Commission, Council or Task Force.

ID/Access Cards shall be issued using the person's first and last name as it appears on their government issued identification without the use of a prefix or suffix (i.e. Dr., Judge, III). The hyphen (-) shall be the only special character allowed on the ID/Access Card and only if it is present on the submitted government issued identification.

Individuals shall be issued no more than one (1) ID/Access Card. Duplicate ID/Access Cards and ID/Access Card being used by anyone other than the person to whom the card was issued shall be confiscated upon discovery and returned to DTMB-OIP.

A MICARP request must be submitted to replace lost ID/Access Cards. Lost ID/Access Cards must be immediately reported to the DTMB-OIP ID & Card Access Services at 517-241-1856 or [DTMB-Security@Michigan.gov](mailto:DTMB-Security@Michigan.gov). There is a \$10.00 replacement fee for employee cards and a \$25.00 replacement fee for contractor cards as well as Board, Commission, Council or Task Force cards.

If an ID/Access Card becomes inactive due to routine use, a MICARP request will not be required to receive a replacement card. Employees must return non-working cards to a DTMB Photo ID location, listed on the MICARP page, to obtain a replacement.

SOM employees, contractors and Board, Commission, Council and Task Force members must always visibly display their DTMB-issued ID/Access Card while in DTMB-managed facilities. Individuals that fail to display their DTMB-issued ID/Access Card shall be stopped by State Security and asked to adhere to this policy.

ID/Access Cards shall remain the property of the SOM and upon separation employees, contractors, Board, Commission, Council and Task Force members must return the ID/Access Card to their supervisor, human resources office, appointing authority or DTMB-OIP. ID/Access Cards returned to supervisors, human resources offices or appointing authorities must be returned to DTMB-OIP for final processing.

ID/Access Cards may be returned in a securely sealed envelope via ID Mail or USPS to:

DTMB Access Card Services  
Hannah Building, 1<sup>st</sup> Floor  
608 W. Allegan Street  
Lansing, MI 48913

Employees may retain their pictured ID/Access Card when transferring between state agencies. If a new ID/Access Card is needed when transferring agencies or reinstating employment, employees must have returned their previously issued ID/Access Card or present verifiable written documentation from their former agency Human Resources office explaining that their ID/Access Card had been returned at the time of separation in order to receive the new card at no charge.

SOM employees attempting to access DTMB-managed facilities without a DTMB-issued identification and all visitors shall be required to provide government-issued photo identification and obtain a Temporary Visitor Pass.

All visitors are required to display a Temporary Visitor Pass while visiting DTMB-managed facilities. All visitors must be escorted while in the facility and escorted back to the security desk when ready to leave, unless cleared to be in the facility unescorted via the Meeting Attendance Clearance (DTMB-0132) form.

Visitors attending an Open Meeting are not required to provide ID to receive a Temporary Visitor Pass. See PA 267 of 1976 Open Meetings Act for more information.

A SOM employee who obtains a Temporary Visitor Pass over the course of two consecutive weeks will be required to have supervisory authorization and escorting to enter the facility. The name of the state employee shall be reported to the DTMB Security Program Coordinator by State Security staff.

DTMB-issued ID/Access Cards presented to access a DTMB-managed facility that do not represent the presenting individual, or are expired, shall be confiscated upon discovery.

SOM employees are not to grant other individuals' admittance to any DTMB-managed facility without seeing proof of a DTMB-issued ID/Access Card. Individuals without a DTMB-issued ID/Access Card should be directed to the facility's designated visitor entrance for assistance. Unaccompanied individuals found within

DTMB-managed facilities should be reported to a supervisor, State Security or DTMB Central Control.

### **SOM Employees, Contractors, Board, Commission, Council and Task Force Members**

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- Visibly display their DTMB-issued ID/Access Card at all times while in DTMB-managed facilities.
- Obtain a Temporary Visitor Pass if they do not have their DTMB-issued ID/Access Card by checking in with State Security and providing government-issued photo ID.
- If using a Temporary Visitor Pass employees, contractors and Board, Commission, Council and Task Force members must be signed into the building by an employee.
- Employees update their ID/Access card when they have a legal name change and/or the photo printed on the card is no longer an accurate depiction of the employee.
- Contractors, Board Commission, Council and Task Force Members renew their ID/Access as necessary.

### **Visitors**

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- Obtain and display a Temporary Visitor Pass by checking in with State Security and providing government-issued photo ID.
- Wait for escort unless cleared to be in the facility unescorted via the DTMB-0132 form.

### **MICARP Approvers**

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- Verify requested access and approve MICARP request.

### **State Security**

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- Ask for the individual's name and request to see their government-issued photo identification.
  - Individuals attending Open Meetings are not required to show identification (see PA 267 of 1976 Open Meetings Act).
  - Individuals representing a contract company, courier, vendor or delivery provider must be listed on the company-submitted Contractor Security Clearance (DTMB-0453) form.
- Ask the individual to sign the Daily Visitor Log.
- Issue a numbered Temporary Visitor Pass.
- Telephone a SOM employee (supervisor, meeting escort, etc.) and request an escort for the individual utilizing a Temporary Visitor Pass, unless listed on a DTMB-0132 as an unescorted visitor.

## **SOM Employee/Escort (supervisor, meeting escort, etc.)**

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- Sign the Daily Visitor Log in the “escort” column.

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