

CONTRACTOR BADGES

If a state agency requires their contractor obtain a State ID Badge, the contractor receiving an ID Badge must have already passed a background check within the last six months and the agency needs to contact the DCS ID Badge Administrator via email at laura.knopping@state.co.us and cc keri.lee@state.co.us and scott.villalva@state.co.us.

By submitting this request you are confirming the background check has been completed and are authorizing DCS to issue a State ID Badge to your contractor.

The email needs to include the following information:

Requesting Agency: Select One
Contractor's Full Name: _____
Contractor Company: _____
Agency Contact Name: _____
Agency Phone Number: _____
Start date: _____ Expiration date: _____
Type of Badge: Select One
Payment: Select One

If the contractor is liable for the cost of the badge, they must pay with cash or check upon receipt of the badge.

If the agency is going to cover the cost of the badge, it will be included in the monthly ID Badge billing and the agency will be charged via IT.

If a contractor needs a code to access a state building, a request needs to be submitted online at <https://asack.state.co.us> to the Colorado State Patrol. Access to the tunnels requires additional approval from Capitol Complex Facilities Manager or the Capitol Complex Property Manger.