

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.01.070	PAGE 1 of 2
	EFFECTIVE DATE August 14, 2014	
SUBJECT Identification Cards	SUPERSEDES 02.01.070	DATED April 3, 2006
CHAPTER Administration	SECTION General Administration	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure of the department on State of Alaska employee identification cards for employees.

POLICY

Approval for an employee identification card shall be provided only when an employee needs evidence of identity as a state employee in connection with regular assigned job duties. Travel alone is not a sufficient reason for an employee to have an employee identification card.

Employee identification card shall be used only in connection with the performance of job duties.

Employee identification cards are state property. Employees are responsible for safeguarding employee identification cards from loss and misuse, and for reporting loss or misuse when discovered. On termination of state employment, transfer to another agency, or job duty changes that eliminate the need for the employee identification card, the employee will surrender the card to the employer.

PROCEDURE

The Department of Administration, Division of Motor Vehicles (DMV) issues employee identification cards. A current Alaska driver license or state identification card is needed in order to apply for an employee identification card.

To request a card, an employee completes and signs an *Application for State of Alaska Employee Identification Card* (form 479) available at DMV website, or see attached form.

The form requires department approval. To be approved, the form must be completed by the employee, and signed by the supervisor. The supervisor's signature verifies that the employee needs evidence of identify as a state employee in connection with regular

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assigned job duties. Supervisors are cautioned to approve applications only when a compelling business need exists. *Exception: For vessel employees, the form only requires approval from the AMHS Division Director.*

The employee identification card application is then sent to the commissioner or designee for final approval.

The employee appears in-person at any Alaska DMV office with the approved form and the required current Alaska state identification or driver license. The employee identification card will normally be issued on the same day.

There is no cost to the employee, but the DMV will charge the department a small fee for each card issued. The employee's administrative contacts shall be responsible for providing financial coding to the Division of Administrative Services in Juneau (Mail Stop-2500).

ATTACHMENT:

Application for State of Alaska Employee Identification Card Form

AUTHORITY

AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

Commissioner, deputy commissioners, regional/division directors, system directors/managers and supervisors

DISTRIBUTION

All department employees via the DOT&PF website