TRAVIS COUNTY SHERIFF'S OFFICE
COURTHOUSE SECURITY
ATTORNEY IDENTIFICATION CARD APPLICATION

This application must be emailed to courthousesecurity@traviscountytx.gov No later than the first week of your birth month EACH YEAR to allow for processing.
(Add this email address to your contacts)
****Form MUST BE completed IN FULL (Incomplete applications will not be accepted)****
(DO NOT Submit Multiple Applications)

Full Name (Last Name, First Name, Middle Name):
(As it appears on your Driver License or ID)

DOB: (ex: 00/00/0000): Place of Birth:

Texas Bar Card Number: Date of Issue: (ex:00/00/0000):

Driver License Number: Expiration Date: (ex: 00/00/0000):

Or

Identification Card Number: Expiration Date: (ex: 00/00/0000):

Home Address: City: State:

E-mail Address:
(This is where the approval/denial letters will be sent. We will not be responsible for missing or incorrect email addresses or e-mails from Courthouse Security going to SPAM. Add this email address to your contacts)

Sex: (male or female): Race:

Area Code/Phone Number: (ex: 000-000-0000):

Area Code/Cell Phone Number: (ex: 000-000-0000):

Estimated # of visits to CJC/HMS: Times per Day: Times per WEEK:

By attaching my Name and Bar number electronically, I hereby affirm that all information provided on this application is true and correct to the best of my knowledge. I have also read and understand the procedures and guidelines of this application.

Name: Date: (ex: 00/00/0000):

This is an Official Government Document; knowingly falsifying any information is grounds for loss of Attorney Identification Card privileges and possible further action. A background investigation will be conducted on all applicants applying with the Travis County Sheriff's Office.

For TCSO Office use:
CCH: Y / N **(QW)TCIC/NCIC**: Y / N **CHL**: Y / N **Texas Bar Card**: Eligible / Not Eligible

Application: approved / denied **Facility Cmdr.**: Y / N **E-mailed**: Y / N

Date Completed: _____

TCSO ATTORNEY BADGE IDENTIFICATION CARD
PROCEDURES AND GUIDELINES

The Attorney identification card issuance is designed based on frequency of use. This privilege is extended by the Travis County Sheriff to attorneys who regularly utilize Travis County Courthouse facilities on a daily and weekly use. This privilege is meant to expedite and enhance our justice system's level of service to the people of Travis County, Texas. This pass procedure has been extended to include all county owned courthouses or leased buildings where security screening is present. The Attorney pass privilege is extended only during the normal business hours of 7:30 AM to 5:30 PM Monday through Friday. During all other times, attorneys will be required to comply with the full screening process.

There is a new Electronic Turnstile that ALL Attorneys will use to enter the Criminal Justice Center. You must use this turnstile during business hours. There is a bar code on the back of the ID badge; you must swipe the card, picture facing out, SLOWLY. A green light will appear and then you may pass through turnstile. Expired badges will receive a RED light and activate alarm if passed through. Expired badges will be confiscated until renewal process has been completed.

Ensure that you move slowly through the security screening area, be courteous to others in line, and receive permission from the Deputies before you enter. This privilege is not extended to the attorney's employees or case materials not confined to the attorney's briefcase or purse. A cardholder that cannot produce an I.D. card at the point of entry will have to go through the screening process as if he/she did not have a pass privilege. As a reminder, knives and guns are still not allowed on these premises by I.D. cardholders, even with a concealed handgun license. If you lose your card, please notify the Courthouse Security Lieutenant, immediately by phone (512-854-4575) or in person. You will be required to provide a written statement concerning the details of the loss of the badge and an investigation of loss will be conducted. If there is any negligence found on the part of the badge holder a replacement will not be provided. Only one replacement card will be issued during a calendar year. Your card will expire at the end of your **birth month** EACH year. Security personnel will **confiscate expired identification cards.**

There may be circumstances in Travis County, Texas, or other places in the world, which will dictate a heightened level of security. Should these types of circumstances occur, your pass privilege, along with others, will be temporarily suspended. Please note that the I.D. card issued to you is the property of the Travis County Sheriff's Office at all times. It will be surrendered upon request. Courthouse Security Deputies or Security Coordinators may confiscate your identification card due to exigent circumstances or misuse. You may appeal, in writing, to the Lieutenant of Courthouse Security within five calendar days of the confiscation. The Lieutenant has ten working days to answer your appeal. **Insolent, disruptive, rude behavior and/or lending your card to another individual or not wearing your ID as described will result in privilege termination.**