



Dear ID Badge Applicant,

In order to consider your request for an Identification Badge, we will need you to fill out the attached application form. In addition, we will need a **certified criminal records check from each county in which you have resided during the past five years**. In Guilford County, these may be obtained from the Clerk of Court in the Greensboro or High Point Courthouses.

Please send the completed application and criminal records check to the below address:

Guilford County Security
201 South Eugene Street, Room L20B
Greensboro, NC 27401

Our committee meets monthly to review applications. Your application will be weighed on a number of factors, including the results of background/criminal history checks, need, and frequency of visits. Guilford County reserves the right to refuse any application based on the needs of the county. Any said use of identification badges is subject to being recorded by camera and other means.

If your application is approved, you will be sent a notification which will describe the fees and hours we issue badges. Badges will only be valid during normal business hours, and must be renewed annually.

Please feel free to contact us at 641-3395 if you have any questions.

Sincerely,

Vincent Daugherty
Director of Security

Application for County Issued Identification Badge

Name of Applicant _____
Last First Middle

Date of Birth ___ / ___ / ___ Email Address _____

Business Name _____

Business Address _____ Phone _____

Home Address _____ Phone _____

List any other name used in past 5 years _____

- I understand that if I am approved: (initial)
- _____ I will not loan the badge to another person.
 - _____ I will not allow a person without a badge to accompany me through the card swipe entrances.
 - _____ I will not carry unauthorized items into the courthouse. I understand security inspections may be conducted as necessary.
 - _____ I must contact Security promptly at 641-7695, Room LG-17, Guilford County Courthouse, Greensboro if the badge becomes lost or stolen. I understand the badge must be protected from sun, moisture, and magnetic fields.
 - _____ Having an ID badge is a privilege. This privilege can be rescinded by proper authority in their sound discretion.
 - _____ All badges are the property of Guilford County and must be surrendered upon request of proper authority.
 - _____ Badges must be renewed annually. A renewal fee, current criminal record check and favorable review will be required.
 - _____ Badges must be displayed at all times while in the courthouses.
 - _____ If I forget the badge or allow it to expire, the public entrances must be used.
 - _____ I will promptly turn the badge in to GC Security if I change employers or businesses.
 - _____ Frequency of visits are subject to verification. Infrequent use or losses can result in revocation or higher fees for renewal.
 - _____ This ID is to be used for company courthouse business only and is not for personal use.

JUSTIFICATION

Explain why a badge should be issued to you. Include a copy of any pertinent licenses, letters, or certificates. Include the names of employees with whom you do business when you visit the courthouses.

Expected frequency of visits _____ times per month. Which courthouses? High Point Greensboro

Signature of Applicant

Date

Signature of Agency Supervisor

Date

Initial Issue Renewal Times used _____

ID Badge # _____

Approved Disapproved Fee _____

Office Use Only