Guilford County
STATE of NORTH CAROLINA

Application for County Issued Identification Badge
Certified Paralegal

Name of Applicant _____
Last First Middle

Date of Birth __/__/____ Home Phone # _____

Company Name _____ Phone # _____

Business Address _____

Email Address _____

List any other name used in past 5 years _____

Certificate of Sponsoring Attorney

I certify the person above is employed in my organization, and meets the criteria described below:

1) The applicant visits the courthouse for business at least 26 times per year.
2) The applicant would be unreasonably delayed if he/she were required to pass through a security screening station.

I understand I must retrieve this ID badge and turn it in to county security when the person is no longer a paralegal in my organization. If I fail to do so, I understand the county may not approve future ID badges for my organization. Guilford County has the right to verify use of ID badges via camera or other electronic means. There will be a fee assessed for lost/unreturned ID badges. Should courthouse visits fall below the required amount, higher fees may be charged as determined by policy.

Paralegal must read and initial each item below:

1. I understand that no one may use my badge but me. _____
2. I will not allow anyone without a badge to accompany me nor will I bring unauthorized items in the building. _____
3. I will be accountable for my badge at all times and will immediately report it lost/stolen to 641-3068._____
4. I understand that this is a privilege which can be rescinded by proper authority at any time. _____
5. I understand that there is a $15.00 fee lost/stolen/damaged badge. _____
6. This badge is for company business in the courthouses and is not for my personal use. _____

Printed Name of Sponsoring Attorney _____ NC State Bar # _____

Signature of Sponsoring Attorney_____ Date_____

Requirements at Time of Application

1) Completed application
2) Certified copy of criminal records check for each county the applicant has resided in during the previous four years. This record must be no more than 30 days old at the time of application.
3) $15.00 fee (check or cash).

Applicant Signature _____ Date _____

For office use only

Badge #: _____ Expires: _____

Special Notes: