



Application for County Issued Identification Badge Non-Certified Paralegal/Courier/Runner

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 52 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 into county security when the person is no longer 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.

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).

I understand this ID badge cannot be loaned to another individual. I will not allow a person without a badge to accompany me through the card swipe entrances or carry unauthorized items into the courthouse. I understand it is my duty to secure this badge, and agree to contact Security immediately at 641-3068 if it is lost or stolen. I understand this is a privilege, which can be rescinded by proper authority in their sound discretion. I understand this badge can only be used for company business in the courthouses and is not for personal use. This ID badge will expire one year from the date of issue.

Applicant Signature _____ Date _____

For office use only
