

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

This application must be emailed to courthousesecurity@traviscountytexas.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 Travis County Sheriff's Office (TCSO) issues an "Attorney Identification Card" as a courtesy and privilege to private criminal defense attorneys who have frequent business within the various Travis County Courthouse facilities for which TCSO maintains physical security.

The decision to issue an identification card is based on frequency of use on a daily and weekly basis. This privilege is meant to expedite and enhance our justice system's level of service to the people of Travis County, Texas. The card, when properly displayed, generally allows the holder to "by-pass" normal screening procedures in certain courthouse facilities as outlined below. The modified screening procedure for card-holders 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.

A cardholder that cannot produce a TCSO issued identification card at the point of entry will have to go through routine screening at the regular public entrance.

When passing through any security screening checkpoint, please 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.

As a reminder, edged weapons and firearms are prohibited on courthouse premises regardless of whether the card-holder possesses a concealed handgun license or license to carry. In the event your card is lost or stolen, 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 identification card 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**.

Circumstances may arise that dictate a heightened level of security. Should this occur, your pass privilege, along with others, may be temporarily suspended. Please note that the I.D. card issued to you remains the property of the Travis County Sheriff's Office and 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.

Unprofessional, disruptive, or rude behavior, the lending of your card to another individual, or failing to properly display your ID as described will result in the suspension and/or termination of this privilege.

If an attorney becomes a defendant in an adverse court proceeding, the County issued identification card will be confiscated and screening by-pass privileges suspended pending final disposition of that proceeding.

Effective August 2017, employees and authorized attorney identification card-holders will be able to utilize the new Gault Building East Door entry. Employees and authorized defense attorneys wishing to use this entrance will typically by-pass the screening point with proper display of their TCSO issued identification card. All employees and authorized defense attorneys will be subject to full screening of their person and all carried items based on a random selection process to ensure the safety and security of the facility. The Gault East Door is an entrance only portal except during emergency evacuation events. All persons will exit through the CJC main lobby. The Gault East Door entrance is not for public use.

Full screening for the public entering The Blackwell-Thurman Criminal Justice Center (CJC) main entrance will remain standard practice. If an employee or authorized defense attorney wishes to use the CJC main entrance to enter the building, they will go through the full screening process.