RANDOLPH COUNTY COURTHOUSE FACILITY
APPLICATION FOR COUNTY ISSUED IDENTIFICATION
ATTORNEY'S PARALEGAL OR SECRETARY

NAME OF APPLICANT _____
LAST FIRST M.

DATE OF BIRTH _____

COMPANY NAME _____ PHONE# _____

BUSINESS ADDRESS _____

CERTIFICATE OF SPONSORING ATTORNEY

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

1) The applicant visits the courthouse for paralegal and secretarial business on a frequent basis.
2) I will take full responsibility for any violations of Courthouse Policy.
3) What **Day** and **Time Range** will you need access into the courthouse?

_____
_____

I understand I must retrieve the I.D. badge and turn this into the **County Security Office** when the person's is no longer a paralegal or secretary in my organization.

Print Name of Sponsoring Attorney _____

Signature of Sponsoring Attorney _____

Requirement at Time of Application

1) Completed Application

I understand this I.D. 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 further understand it is my duty to secure this badge, and agree to contact Security immediately at 318-6774 if lost or stolen. I understand this is a privilege, which can be rescinded in the sound discretion of issuing authority.

Signature of Applicant _____Date _____

COST: 1. $15.00 PER CARD (INITIAL CARD)
2. $25.00 FEE FOR DUPLICATE CARD IF LOST OR STOLEN.