

**TRAVIS COUNTY SHERIFF'S OFFICE  
CENTRAL COMMAND SECURITY  
Attorney Identification Card Application**

**(This application must be completed and returned in person to  
Central Command Security in the Criminal Justice Center by 11-  
30-09 between the hours of 10:00 A.M. to 3:00 P.M.)**

Print Full Name: \_\_\_\_\_  
(As it appears on your Bar Card)

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Texas Driver License Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone #: \_\_\_\_\_

Texas Bar Card #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Are you current on association dues: \_\_\_\_ Yes \_\_\_\_ No

Are you current on continuing education: \_\_\_\_ Yes \_\_\_\_ No

(If your answer is No to either of these, explain with an attachment.)

I have read and understand the procedures and guideline printed on the **reverse** of this application. \_\_\_\_\_. (Please initial)

Brief narrative on the purpose for your visits to the Blackwell-Thurman Building or Heman Marion Sweatt Travis County Courthouse:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Frequency of your visits: \_\_\_\_\_

I hereby affirm that all the information provided on this application is true and correct to the best of my knowledge.

Sworn and subscribed to before me by the said applicant on this the \_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Central Command Security Peace Officer

## **TCSO ATTORNEY BADGE IDENTIFICATION CARD PROCEDURES AND GUIDELINES FOR 2010**

The Attorney pass procedure is a privilege extended by Sheriff Greg Hamilton to attorneys who regularly utilize Travis County Courthouse facilities on a daily basis. This privilege is meant to expedite and enhance our justice system's level of service to the people of Travis County, Texas. This pass procedure has been extended to include all county owned courthouses or leased buildings where security screening is present. The Attorney pass privilege is extended only during the normal business hours of 7:00 AM to 5:30 PM Monday through Friday. During all other times, attorneys will be required to comply with the full screening process.

Issued identification cards will be worn on the front of the person's body between the neckline and waist with the photograph clearly visible to all screening personnel. You must display your I.D. from the time you enter the building through the time that you completely clear the security screening station. 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. A cardholder that cannot produce an I.D. card at the point of entry will have to go through the screening process as if he/she did not have a pass privilege. As a reminder, knives and guns are still not allowed on these premises by I.D. cardholders, even with a concealed handgun license. If you lose your card, please notify the Central Command Security Sergeant, immediately by phone (512-854-9291) or in person. Only one replacement card will be issued during a calendar year. Your card will expire at the end of 2010. Security personnel will confiscate expired identification cards (according to the color codes for the current year) after the new cards are produced.

There may be circumstances in Travis County, Texas, or other places in the world, which will dictate a heightened level of security. Should these types of circumstances occur, your pass privilege, along with others, will be temporarily suspended. Please note that the I.D. card issued to you is the property of the Travis County Sheriff's Office at all times. It will be surrendered upon request. Deputies or Security Coordinators that confiscate your identification card due to exigent circumstances or misuse will complete an administrative report and provide you with a handwritten receipt. You may appeal, in writing, to the Lieutenant of Central Command Security within five calendar days of the confiscation. The Lieutenant has ten working days to answer your appeal. Insolent, disruptive, rude behavior and/or lending your card to another individual or not wearing your ID as described will result in privilege termination.