Supreme Court

Administrative Office of State Courts
Facilities and Operations

Acceptance and Acknowledgement of Court-Issued Identification Card

Name:	**Card Number:**
Court, Department, or Agency:	
Email Address:	

Upon receipt of my Rhode Island Judiciary Identification Card (Identification Card), I hereby acknowledge and agree as follows:

1. The Identification Card received today by me is issued for my exclusive possession and use and will be presented upon my entering a Judicial facility. I will not present the card to access a Judicial facility for **personal use**, or any other purpose other than during the course of my official duties and responsibilities. I will not allow any other person to borrow, duplicate, use, or otherwise take possession of the Identification Card, and I understand and agree that the Identification Card does not provide entrance to any other person, including but not limited to, any person who may be entering a Judicial facility with me such as a witness, client, or member of my staff.

2. I understand, agree, and warrant that I shall abide by the Rhode Island Judiciary Policy Regarding Entry to Judicial Facilities and Courthouse Rules, a copy of which I have received today. In accordance with this Policy, I understand and agree that I shall not carry any weapon into a Judicial facility and any violation of the weapons policy shall subject me to the imposition of discipline.

3. I agree to immediately notify the Judiciary's Assistant State Court Administrator of Facilities and Operations, both verbally and in writing, in the event that my Identification Card is lost, stolen, misplaced, or damaged (this includes punching a hole in the card, or otherwise damaging or defacing the card rendering the Identification Card unusable or unreadable). Upon issuance of a new or replacement Identification Card, I will pay a reissuance fee of ten dollars ($10.00) to the Rhode Island Judiciary, payable by check or money order only.

4. I acknowledge and accept that the Judiciary reserves the right to review, cancel, suspend, limit, or modify the terms of my usage of the Identification Card and any access to a Judicial facility at any time.

5. I agree to return the Identification Card within forty-eight (48) hours to the Judiciary's Assistant State Court Administrator for Facilities and Operations upon the voluntary or involuntary termination or suspension of my license to practice law, or as otherwise directed by the Judiciary's Facilities and Operations.

_____ _____

Signature Date

Return this completed form to the location below.

Facilities and Operations
Attention: Assistant State Court Administrator
Licht Judicial Complex
250 Benefit Street, Room 205
Providence, RI 02903
(401) 222-6700

For Office Use Only

Card Returned:

Status Verified:

Fee Charged:

Please do not alter the Identification Card in any way, including hole punches.