Supreme Court

Administrative Office of State Courts
Facilities and Operations
Licht Judicial Complex
2nd Floor – Room 205
250 Benefit Street
Providence, Rhode Island
(401) 222-6700
badges@courts.ri.gov

Information Regarding Court-Issued Identification Cards For Non-Judicial Agencies

Court identification cards may be issued to an employee of a non-judicial agency assigned to work in one of the court facilities on a daily basis. Requests for a court identification card must be submitted on the Access or Badge Request form by authorized personnel to **badges@courts.ri.gov**. Any person issued a court identification card will be required to sign an acceptance and acknowledgment form agreeing to all terms and limitations.

Court identification cards are issued by the Office of Facilities and Operations on Mondays through Fridays from 9:00 a.m. to 3:30 p.m. in room 205 on the second floor of the Licht Judicial Complex at the address above.

Lost identification cards must be reported in writing ***immediately*** to **badges@courts.ri.gov**. Issuance of replacement cards are assessed a fee of ten dollars ($10.00) payable by check or money order only to "Rhode Island Judiciary."

In the event of voluntary or involuntary reassignment, termination, or suspension of employment within the assigned facility or facilities, or in the event that an employee's duties and/or responsibilities are changed such that access to the Rhode Island courthouses to carry out work related duties is no longer required, or as otherwise directed by Shaun P. Mitchell, Assistant State Court Administrator for Facilities and Operations, the identification card must be returned by the employee's supervisor to the Assistant State Court Administrator for Facilities and Operations within forty-eight (48) hours.

If you have questions regarding the issuance of court identification cards, you may contact Shaun P. Mitchell at the address above.

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Access or Badge Request

To obtain a badge, this form must be completed and submitted for approval to Shaun P. Mitchell, Assistant State Court Administrator for Facilities and Operations, at badges@courts.ri.gov. Within twenty-four (24) hours, if you receive an email confirmation authorizing the badge, bring a copy of the email and photo identification to the office at the location below.

Licht Judicial Complex – Facilities and Operations
250 Benefit Street, Room 205, Providence, RI 02903
(401) 222-6700
Monday through Friday from 9:00 a.m. to 3:30 p.m.

Badge Type		
☐ New Issue Start Date: _____	☐ Intern ☐ Seasonal ☐ Vendor End Date: _____	☐ Replacement or Lost Fee: $10 check or money order for replacement cards made payable to Rhode Island Judiciary
☐ Access Change	☐ Defective or Damaged	☐ Court Appointed Special Advocate (CASA) Volunteer
☐ Attorney General's Office	☐ Name Change	☐ Renewal
Older credentials/parking pass to return? ☐ Yes ☐ No ☐ N/A		

Building Access	
Building	*Secured Door or Area Access Needed*
☐ Fogarty ☐ Garrahy ☐ Judicial Records Center ☐ Licht ☐ McGrath ☐ Murray ☐ Noel ☐ Traffic	
☐ Fogarty ☐ Garrahy ☐ Judicial Records Center ☐ Licht ☐ McGrath ☐ Murray ☐ Noel ☐ Traffic	
Grant same access as: _____ Copy the access of the individual named above to the current request.	

Parking
Garrahy Garage: ☐ Yes ☐ No ☐ N/A

Name of Employee: _____
Email: _____ Court: _____
Primary Building: _____ Department: _____
Authorized Requester: _____ Telephone: _____
Authorized Requester's Signature: _____ Date: _____
Comments: _____