



# RHODE ISLAND JUDICIARY

## Facilities, Operations and Security

Licht Judicial Complex  
2<sup>nd</sup> Floor – Room 205  
250 Benefit Street  
Providence, Rhode Island  
(401)222-6700

## Information Regarding Court-Issued Identification Cards For Court Employees and Non-Judicial Agencies

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Court identification cards may be issued to a court employee or 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 in writing by a Department Supervisor to Stephen J. Kerr at [skerr@courts.ri.gov](mailto:skerr@courts.ri.gov) or Ladette S. Lima at [llima@courts.ri.gov](mailto:llima@courts.ri.gov). The request must include the name of the employee, the department, and the employee's position and/or job title. Any person issued a court identification card will be required to sign an acceptance and acknowledgment form agreeing to its terms and limitations.

Court identification cards are issued by the Office of Facilities, Operations and Security on Mondays through Fridays from 9:00 AM to 3:00PM in Room 205 on the Second Floor of the Licht Judicial Complex at the address above.

Lost identification cards must be reported both verbally and in writing *immediately* to the below address. Issuance of replacement cards are assessed a fee of ten dollars (\$10.00) payable by check or money order to "Rhode Island Judiciary."

If you have questions regarding the issuance of court identification cards, you may contact:

**Stephen J. Kerr, Director of Security**  
**Rhode Island Judiciary**  
**Licht Judicial Complex**  
**250 Benefit Street, Room 205**  
**Providence, RI 02903**  
**Tel. (401) 222-6700**  
[skerr@courts.ri.gov](mailto:skerr@courts.ri.gov)