

# SAN ANTONIO BAR ASSOCIATION

## 2021 ATTORNEY IDENTIFICATION BADGE APPLICATION PROCEDURE

The Attorney Identification Badge is a privilege extended by the Bexar County Sheriff to attorneys who regularly utilize the Bexar County Courthouse facilities.

### APPLICATION PROCESS

- Attorneys submits:
  - Notarized application, and
  - Color copy of TX Bar Card, and
  - Color copy of Driver's License, and
  - fee to the San Antonio Bar Association (SABA). Application fees are non-refundable.
- Attorneys will be sent an email message if the application has been approved or denied.
- Approved applicants report to Bexar County to have their badge photo taken.
- Attorneys will be sent an email message when their new badge is ready for pickup from the SABA office.
- The badge is active for TWO years.

### FEES

The Application Fee for an Attorney Identification Badge is \$100.00 for attorneys who are members in good standing of the San Antonio Bar Association or the San Antonio Criminal Defense Lawyers Association. For all other attorneys, the fee is \$150.00. The fee shall not be prorated. The fee is payable to the San Antonio Bar Association.

### APPLICATION MAY BE DENIED

Application fees are non-refundable. The following are grounds to deny an application:

- State Bar of Texas action resulting in suspension of bar license, including probated suspension.
- Conviction for carrying a prohibited weapon.
- Convictions and/or deferred of adjudication for criminal activity at the felony level or currently serving probation for that offence.
- Pending arrest cases for either felony and/or any misdemeanor level (other than traffic violations--Class C misdemeanor)
- Convictions and/or deferred of adjudications for theft, larceny, fraud, misappropriation of fiduciary property, embezzlements, and/or burglary (felony and/or misdemeanor level)
- Convictions and/or deferred of adjudication for family violence, aggravated assault, or sexual assault.
- Convictions and/or deferred of adjudication for Class B misdemeanors that are less than five years old; or currently serving probation for that offence.
- Convictions and/or deferred of adjudication for Class A misdemeanors that are less than ten years old; or currently serving probation for that offence.
- Active warrant (misdemeanor or felony level)
- Active contempt of court warrant and/or capias for arrest

Other evidence of poor character or judgment may be grounds to deny an application. There is no appeal for a denied application.



# FACILITIES MANAGEMENT

- NEW REQUEST
- RENEWAL  
*(PHOTO ON FILE, EXPIRED BADGES)*
- REPLACEMENT  
*(LOST OR STOLEN)*

## ATTORNEY IDENTIFICATION / ACCESS CARD REQUEST

**FORM MUST BE COMPLETED IN FULL AND EITHER PRINTED OR TYPED.**

1. Full Name as it appears on Texas Bar Card: \_\_\_\_\_
2. Home Address: \_\_\_\_\_
3. Firm/Employer: \_\_\_\_\_
4. Office Address (Physical): \_\_\_\_\_
5. Office Phone: \_\_\_\_\_
6. Email: \_\_\_\_\_
7. Mobile Phone: \_\_\_\_\_
8. Home Phone: \_\_\_\_\_
9. Date of Birth: \_\_\_\_\_
10. Texas Drivers License No.: \_\_\_\_\_
11. Texas Bar Card No.: \_\_\_\_\_
12. Date licensed in Texas: \_\_\_\_\_

13. Are you currently in good standing with the State Bar of Texas: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If you answer No, explain with an attachment.)

14. Are you currently a member in good standing of the San Antonio Bar Association or the San Antonio Criminal Defense Lawyers Association: \_\_\_\_\_ Yes \_\_\_\_\_ No

15. Please provide a brief narrative with the purpose and frequency of your visits to the Bexar County Courthouse:

"I have read, understood, and agree to the BEXAR COUNTY COURTHOUSE ATTORNEY IDENTIFICATION BADGE Conditions and Procedures. I agree that the San Antonio Bar Association may conduct a background check on me. I have kept a copy of the Conditions and Procedures as well as this Application for my records. I have attached copies of my driver's license and Texas Bar Card. I agree to inform the San Antonio Bar Association of any changes to the information submitted in this Application. I hereby affirm that all the information provided on this application is true and correct to the best of my knowledge."

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

Sworn and subscribed to before me by the said applicant on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Date Commission Expires: \_\_\_\_\_  
Licensed Texas Peace Officer or Notary Public

\_\_\_\_\_  
Printed Name

BEXAR COUNTY COURTHOUSE  
ATTORNEY IDENTIFICATION BADGE  
Conditions and Procedures

The Attorney Identification Badge is a privilege extended by the Bexar County Sheriff to attorneys who regularly utilize the Bexar County Courthouse facilities. The Badge may be used at the Bexar County Courthouse, the Cadena-Reeves Justice Center, and all county courthouses where security screening is present. The Bexar County Sheriff has not extended this privilege to any attorney's employees.

**Application Process**

Attorneys interested in an Identification Badge may obtain a Bexar County Courthouse Attorney Identification Badge Application in person between 9:00 a.m. - 4:00 p.m., Monday through Friday, excluding legal holidays, at the office of the San Antonio Bar Association, 5th Floor of the Bexar County Courthouse. The Application Fee is due at that time.

An Applicant will be considered a security risk for purposes of the Badge if he or she has any State Bar action resulting in suspension of the attorney's license, including probated suspension, or a conviction for any of the following offenses:

- a. carrying a prohibited weapon;
- b. assault or violent offense including, but not limited to, family violence, aggravated assault, or sexual assault; or
- c. any felony.

The San Antonio Bar Association will contact the Applicant to schedule a photograph for the Identification Badge.

Lost cards and cards damaged by other than normal wear and tear will be replaced at the cost of \$40 per card.

**Term of Privilege**

The identification badge is valid for two year from date of issue.

**Attorney Instructions**

Bring this completed form and your Drivers License or Texas Department of Public Safety ID to the SABA for processing and issuance of the Identification/Access card.

**Replacement Cards**

Lost or stolen cards must be reported immediately to the San Antonio Bar Association in person or by phone at (210)227-8822.

**Procedure for Entering Courthouse Buildings**

Identification cards will be worn on the front of a person's body between the neckline and waist with the photograph clearly visible. Attorneys will move slowly through the screening area and be acknowledged by the Deputy for clear passage. All cases, boxes and bags will be screened. A cardholder who does not produce a card at the point of entry must enter through the screening process as though he/she does not have an Identification Badge.

On occasion, circumstances at the Courthouse or elsewhere may prompt a heightened security level. Should these circumstances occur, the Sheriff may temporarily suspend all security privileges associated with the Attorney Identification Badges.

**FACILITIES MANAGEMENT ELECTRONICS SECTION USE ONLY**

Texas Drivers License Number: \_\_\_\_\_

**ACCESS CARD NUMBER:** \_\_\_\_\_

Date Card Issued: \_\_\_\_\_

Date Card Deleted: \_\_\_\_\_

Issued By: \_\_\_\_\_  
(Print Name)

Deleted By: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(SIGNATURE) Authorized Personnel

\_\_\_\_\_  
(SIGNATURE) Authorized Personnel