

## **Application for MSBA Courthouse Identification Badge**

The Maryland State Bar Association Courthouse Identification Badge is available to any attorney who has been admitted to practice law in this state, who is currently a member of the bar in good standing, and who is currently certified by the Court of Appeals as an active practitioner (or exempt inactive/retired practitioner), pursuant to the attorney's compliance with the rules of the Clients' Protection Fund of the Bar of Maryland (CPF), including payment of the annual assessment fee required by the CPF. Identification badges expire three (3) years from the date of processing. (Please note that you will not receive any notice from us reminding you of your current badge's expiration.) There is a **\$10.00** administrative FEE for issuance of a badge.

### **Procedures for obtaining an identification badge are:**

1. Complete form on back **in legible print or type** and sign the security statement.
2. Mail the **completed** 2<sup>nd</sup> page of this form to the MSBA at the address indicated above, along with your check in the amount of \$10.00, made payable to MSBA. **Do not send your photo to the MSBA.**
3. Obtain a passport-style photo\*, approximately 1¼" x 1", to take with you to the sheriff's office, after you receive notice from the MSBA that your application has been processed and your badge has been forwarded to the Sheriff for issuance. **Do not send your photo to the MSBA with this application.**
4. After your application and badge have been processed, you will be notified by letter to appear in person with your passport-style photo and additional identification (driver's license or other picture I.D.), before the Sheriff, who will issue your identification badge. **The process takes approximately 3 weeks.**

# MSBA Courthouse Badge Application

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

We will send correspondence to the address that is recorded in the MSBA database. If you need to update your records with us, contact our Membership Department directly.

Date Admitted to MD Bar: \_\_\_\_\_ MSBA Account#: \_\_\_\_\_

Check "new" OR indicate old badge number in one of the other 3 options:

NEW: \_\_\_\_\_ RENEWAL: old badge # \_\_\_\_\_  
LOST: #(if known) \_\_\_\_\_ STOLEN: #(if known) \_\_\_\_\_

## PLEASE SELECT A LOCATION TO PICK UP YOUR BADGE:

BALTIMORE CITY BAR ASSOCIATION, 111 S. CALVERT STREET, BALTIMORE, MD 21202

OR

### AT THE FOLLOWING SHERIFF'S OFFICE:

- Allegany    Anne Arundel\*    Baltimore County    Calvert    Caroline  
 Carroll    Cecil    Charles\*    Dorchester    Garrett\*    Howard\*    Kent  
 Montgomery    Prince George's    Queen Anne's    Washington    Wicomico

NOTE: BADGES ARE ONLY ISSUED IN THESE JURISDICTIONS

\*These Sheriff's Offices can take your photo when you pick up your badge.

Please return your completed application and your \$10.00 check to:

**MSBA**  
**520 West Fayette Street**  
**Baltimore, Maryland 21201**  
**Attention: Courthouse ID Processing Department**

## Security Statement

I, \_\_\_\_\_, agree to the following six provisions as stated:  
(Signature)

1. I will always present my badge for inspection by Security Officers when entering Court Buildings and will comply with federal, state & local laws as well as courthouse security procedures, as they are intended to protect court personnel and the public.
2. I will not carry weapons or dangerous materials of any kind into Court Buildings.
3. I will surrender my badge when requested to do so by any officer of the Sheriff's Security Division, for violation of said provisions or upon expiration of badge.
4. I will not lend, give or transfer my badge to any other person.
5. I will immediately return my badge to the MSBA upon my resignation, suspension, disbarment or decertification by the MD Court of Appeals.
6. I will immediately notify the MSBA & the issuing Sheriff's Dept. if my badge is lost or stolen.