



# State of Rhode Island Judiciary

## Supreme Court

### Facilities, Operations, and Security

Licht Judicial Complex  
2<sup>nd</sup> Floor – Room 205  
250 Benefit Street  
Providence, Rhode Island  
(401) 222-6700  
[badges@courts.ri.gov](mailto:badges@courts.ri.gov)

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### 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 in writing by authorized personnel to [badges@courts.ri.gov](mailto:badges@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 all terms and limitations.

Court identification cards are issued by the Office of Facilities, Operations, and Security 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 both verbally and in writing *immediately* to the below above. 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 Stephen J. Kerr, Director of Security, the identification card must be returned by the employee's supervisor to the Director of Security within forty-eight (48) hours.

If you have questions regarding the issuance of court identification cards, you may contact Stephen J. Kerr at the address above.