



Superior Court of Arizona

Pinal County

Secured Access Badge Request Form

To obtain a secure area badge you must provide completed form to Court Administration for approval prior to making an appointment. At the time of your appointment you will need to present the approved form and a photo ID.

To Schedule an appointment call:

Pinal County Information Technology Department – (520) 866-6652

Appointments are available: Monday through Friday, 7:30 a.m. to 4:30 p.m.

This Section to be completed by Requestor

Requester Name:

LAST NAME

FIRST NAME

MIDDLE INITIAL

Requestor Title:

Email Address:

Address:

City:

State:

Zip Code:

Department/Agency Name:

Supervisor Name:

Contact Number:

I acknowledge the following:

1. I am requesting a new/replacement Court access ID badge.
2. I understand that this identification card is the property of the Superior Court in Pinal County and that it is to be used to identify me and allow access to secured areas of the Superior Court.
3. I understand my access is at the discretion of Court Administration/Presiding Judge and may be revoked at any time without prior notification.
4. I further understand and agree I will be responsible for paying a \$10.00 fee for a replacement; if this card is lost, stolen, or damaged/broken I must report it to the Information Technology (IT) Department immediately.
5. If the card becomes unserviceable through fair wear and tear (i.e. fading, outdated, etc.), it will be replaced at no charge, at the discretion of Information Technology (IT).
6. I understand I am responsible for letting Court Administration know of any changes to my status that may impact my need to access secured areas of the Superior Court.

Requestor Signature:

Date:

Requesting (choose one):

Court ID Badge

Replacement Court ID Badge

Temporary/Contract/Court Appointed

Volunteer

[Badge will not be issued without Court Administration Approval]

Authorized/Approved (Court Administration ONLY):

THIS SECTION FOR OFFICIAL USE ONLY

Must be completed by and returned to IT – for Superior Court access only; Submit a copy to County Resources for Charges

IT Work Order Number:

New ID Badge Number:

Old ID Badge Number:

Reason for Replacement:

Wear and Tear

Name Change

Damage (\$10.00)

Loss (\$10.00)

Badge Issued BY (IT Print Name):

IT Signature:

Date: