

Name:	Relationship:		
Address:	City:	State:	Zip:
Work Phone:	Home Phone:		

By signing below, I acknowledge that all the answers are true and correct.

Signature

Printed Name

Date

FOR OFFICIAL USE ONLY

Criminal background check conducted by the Collin County Department of Homeland Security: Yes No

Approved Denied

Authorized Signature (Board of District Judges)

COLLIN COUNTY SECURED ACCESS CONTROL POLICY
PLEASE RETURN WITH APPLICATION TO SECURITY DESK AT CURRENT COURTHOUSE

The Collin County Government Center is a secured facility. In an effort to balance the overriding interest of security with convenient access to court personnel, Collin County has implemented biometric (fingerprint) scanners at certain points throughout the courthouse allowing access to court personnel.

Collin County will permit access to secured areas via the fingerprint scanners for certain individuals who possess a high level of need for frequent access to court coordinators and other court personnel to conduct court business. These individuals will naturally include attorneys, but may also include process servers, couriers and law office personnel. **AUTHORIZATION FOR ACCESS TO SECURED AREAS IS A PRIVILEGE, NOT A RIGHT.**

Each person who requests access to secured areas of the Collin County Government Center shall undergo (1) a criminal background check through the Collin County Department of Homeland Security; and, (2) approval by the Collin County Board of District Judges.

Each person authorized to enter secured areas of the Collin County Courthouse shall be bound by the terms and conditions of such approval, as listed below:

1. Only persons with specific approval for access are allowed in secured areas;
2. Authorized persons ARE NOT permitted to have individuals not authorized accompany them in secured areas (including, but not limited to, law firm personnel, friends, clients, etc.);
3. It is the responsibility of the authorized person not to allow others to follow them into a secured area through an open access point (i.e., piggy-backing or coat-tailing) – any unauthorized entry into a secured area shall be immediately reported to courthouse security personnel.
4. Approval to enter Secured Areas DOES NOT include by-passing courthouse security when entering the Collin County Government Center facility.

Violations of the Collin County Secured Access Control Policy can result in the suspension or revocation of secured area access.

By signing below, you attest that you have read and understand the Secured Access Control Policy and agree to be bound by its terms. Further, you authorize the Collin County Department of Homeland Security to initiate a criminal background check.

Printed Name

Signature

Date