

**SECOND JUDICIAL DISTRICT COURT  
Nevada Court Reporter Identification Card Application Form**

**APPLICANT INFORMATION**

Date of Application:		Tele:	
Name (Last, First, MI):			
Date of Birth:	Place of Birth:	Driver's License No.	Cert. No.
Current address:			
City:		State:	ZIP Code:
Email Address			

**CONDITIONS OF APPLICATION**

I, the undersigned, understand and agree that submission of this application may subject me to a background check including a review of my criminal history records and discovery of any outstanding warrants and/or holds, and the results of the background check can and may be disclosed to appropriate authorities including, but not limited to, the Chief Judge of the Second Judicial District Court, Presiding Judges for Reno and Sparks Justice and Reno Municipal Court, and the Washoe County Sheriff.

I understand that this Nevada Court Reporter Identification Card (hereinafter "I.D. Card") is not a by-pass or Sheriff Security badge. I may use this I.D. Card to access the employee security screening station, if available, when entering at the facility.

I understand that this I.D. Card is issued to me personally, and I agree to assure its proper use, as stated in the attached Security Screening Policy for Court Reporters, including, but not limited to:

1. Not allowing this card to be used by any other person;
2. Immediately notifying the Court Administrator's Office if my I.D. Card is lost or stolen and agree to pay \$25.00 replacement fee;
3. Return the I.D. Card to the Court Administrator's Office upon request;
4. Renew my I.D. Card yearly; and
5. Not bringing any weapon or contraband into a Court facility.

I attest, under penalty of perjury, that I have never been convicted of a gross-misdemeanor or felony, nor have I been arrested for any gross misdemeanor or felony, within the last ten (10) years.

**APPLICANT SIGNATURE**

	Date:
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**APPROVING SIGNATURE (DISTRICT COURT ADMINISTRATOR)**

	Date:
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**AUTHORIZING SIGNATURE  
(CHIEF JUDGE OF THE SECOND JUDICIAL DISTRICT COURT)**

	Date:
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**+++++COURT SECURITY USE ONLY+++++**

Photo Identification:	Payment Type:	Amount:
Fingerprint Cards:	DCA Signature:	CJ Signature:
Photo Taken:    Y        N	Badge Completed:	Badge Received:

## **INSTRUCTIONS**

- Complete the online application. Print and sign.
- Go to the Washoe County Sherriff's Department-Record's Division at 911 Parr Blvd. Reno, Nevada. Tell them you need fingerprinting for a Court Reporter badge. The Sherriff's Department will complete the fingerprinting and provide the fingerprinting cards to you.
- Contact Gina Greco at 328-3194 to arrange a time to bring your completed application, fingerprint cards and payment to the District Court. Court Reporter badges are good for one year expiring on December 31 of that year. Payment is as follows:
  - \$25.00 1 year
- Court Administration will review the application and verify information presented. Upon completion of the badge, the Court will notify you to come to the Court to receive your badge.
- Renewal letters will be sent in November for renewal of the badge for the following year.
- Questions should be forwarded to Gina Greco at 775-328-3194.