

OCA SECURE PASS (COURT ID CARD)

To apply for, or renew, the Office of Court Administration Secure Pass (court ID card), you will need (1) a letter of good standing; (2) two color passport-sized photographs of yourself; and (3) a completed application form.

To obtain your letter of good standing, please make an e-mail request to Michele Scilla in the Personnel Unit.

To make an appointment to take your photograph, please submit a request to the Law Department's photographer, Jamel Browne, via our on-line photographer request system, which you can access through the Law Department's intranet page by selecting "Photographer Request" under the "Useful Links" tab.

You should complete the application form that is provided to you by the Law Department photographer in order to avoid paying a \$25 processing fee to OCA.

Once your application packet is complete (letter, passport-sized photographs and completed application form), you may submit it at any New York State Courthouse or to the Secure Pass Unit located at 25 Beaver Street, 8th Floor, for processing. You will need to bring along your Law Department ID card *and* another government-issued photo ID card (driver's license, non-driver's license, military card, etc.) Please note that if you submit your application packet at Beaver Street, your Law Department application will be accepted only on the first Tuesday of the month between the hours of 9 am and 12 pm *and* on the last Thursday of the month between the hours of 2 pm and 5 pm.

It takes approximately 8 to 12 weeks to obtain an OCA Secure Pass. We suggest that you renew your Secure Pass about 8 weeks prior to the expiration of your current Secure Pass, and for first-time applicants to apply for the Secure Pass with this time frame in mind.

In the event that you leave the Law Department, the OCA Secure Pass must be returned to Payroll/Timekeeping along with your Law Department ID.