Facility Access Card Verification

On or soon after your first day, you will be issued a court ID card (Facility Access Card or FAC). In order for the card to be initiated you must present two valid forms of identification. **At least one of the documents must be from the Primary list below.**

If you do not have at least two of these forms of identification, or if your first and last name do not match on these documents, please let your HR Representative know as soon as possible. The list below is not exhaustive, but these are the most common forms of identification typically used. Your middle name and/or initial do not have to be on both documents.

Primary Forms of Identification:

1. U.S. Passport or a U.S. Passport Card;
2. Employment Authorization Document that contains a photograph (Form I-766);
3. Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph;
4. U.S. Military ID card;
5. U.S. Military dependent's ID card; or
6. Valid PIV/PIV-I Card from a different agency (non-Judiciary).

Secondary Forms of Identification:

1. U.S. Social Security Card
2. Original or certified copy of a birth certificate issued within the United States;
3. ID card issued by a federal, state, or local government agency containing a photograph;
4. Voter's registration card.

If your ID card is ever damaged, lost, or stolen, please notify your manager/supervisor and Human Resources as soon as possible.