

Jefferson County  
Jefferson County Sheriff's Office  
1001 Pearl Street  
Beaumont, TEXAS 77701



Sheriff Zena Stephens

Phone: (409) 835-8663 or 8664  
Fax: (409) 835-8645

## IDENTIFICATION CARD PROCEDURES FOR ATTORNEYS

The Attorney Identification Card allows you limited security bypass privileges at the Jefferson County Courthouse facilities or leased buildings 7:30 A.M. to 5:30 P.M., Monday through Friday, where security screening is in place. The Attorney Identification Card is meant to expedite your clearance through Jefferson County security and enhance our justice system's level of service to the people of Jefferson County, Texas. This is a privilege extended by Sheriff Zena Stephens and the Jefferson County Bar Association (JCBA) to attorneys who are members of the Jefferson County Bar and visiting attorneys who regularly utilize the Jefferson County Courthouse facilities daily and whose primary address is not within Jefferson County. **This privilege is not extended to the attorney's employees or case materials not confined to the attorney's briefcase or purse.**

**The Attorney Identification Card must be worn on the front of your body between the neckline and waist, with your photograph clearly visible when entering the building.** Attorneys will move slowly through the designated door near the security screening area and be acknowledged by the Deputy for clear passage. Attorney cardholders who cannot produce a working card at the point of entry must go through the screening process as if he/she did not have Attorney Identification Card privilege. Card issues should be addressed with the JCBA.

**If you lose or damage your card, a \$25 fee will be required to replace it.** Please notify the JCBA immediately by phone (409)835-8647 or in person regarding obtaining a replacement. Replacement cards may be issued **only once** during the calendar year. Without a replacement card, your security bypass privilege is terminated.

**Please note that this card is the property of the Jefferson County Sheriffs Office at all times. It must be surrendered upon request.** There may be circumstances at the Courthouse, or other places in the world, that will prompt a heightened security level. Should these types of circumstances occur, your pass privilege, along with others, may be temporarily suspended. Deputies who confiscate an identification card due to exigent circumstances or misuse will complete an administrative report and provide the attorney with a handwritten receipt. An attorney may appeal, in writing, to the Captain of JCSO Courthouse Security within five calendar days of the confiscation.

### **Attorney Identification Card Process Summarized Including Important Dates:**

**All attorney badge applications should be mailed or hand-delivered to the JCBA office (1085 Pearl, Ste. 202, Beaumont, TX 77701). DO NOT MAIL OR DELIVER your application or payment to the JCSO (Sheriff's office) or the JC Treasurer's Office. All checks should be made payable to Jefferson County Treasurer.**

#### **First Time or Previous Applicants \$50.00 (anyone who DID NOT hold a current badge in 2025)**

If you are interested in obtaining the Attorney Identification Card, complete the Attorney Identification Card application on the Jefferson County Website ([www.co.jefferson.tx.us](http://www.co.jefferson.tx.us)) under the Courthouse Security link and bring or mail it to the JCBA office (1085 Pearl, Ste. 202, Beaumont, TX 77701) between **December 10 – December 18, 2025 OR January 6 – January 26, 2026**. At this time, DO NOT INCLUDE PAYMENT. **Signed originals only; no faxes or emails will be accepted.** The JCBA will confirm that you are a current JCBA member then proceed with a State Bar check and the JCSO will proceed with a limited background check on each applicant. Please know that if the JCBA or JCSO encounters a problem with your application, you will be contacted directly. If you have not heard anything by January 30, 2026, then **you should call** the JCBA office at (409)835-8647 or email [director@jcba.org](mailto:director@jcba.org) to schedule a time **to appear in person** February 2 – February 11, 2026 to remit the \$50 payment (CASH or CHECK PAYABLE TO JEFFERSON COUNTY TREASURER – NO CREDIT CARDS) and have your permit processed. **NOTICE TO FIRMS** – group firm checks **will not** be accepted for new applicants. Each new applicant must provide individual payment for each application received. **PLEASE RECORD THE DATES – no exceptions will be granted.**

#### **Renewal Applicants \$40.00 (offered to those who had active/paid cards in 2025)**

Your current badge will expire on January 30, 2026 if you do not renew. If you are interested in renewing your Attorney Identification Card, complete the Attorney Identification Card application on the Jefferson County Website ([www.co.jefferson.tx.us](http://www.co.jefferson.tx.us)) under the Courthouse Security link and **submit it to the JCBA office** with payment (checks made payable to JEFFERSON COUNTY TREASURER) between **December 10 – December 18, 2025 OR January 6 – January 26, 2026**. The Attorney Identification Card is valid for one calendar year at a cost of **\$40 for the renewal**. The JCBA will confirm that you are a current JCBA member then proceed with a State Bar check and the JCSO will proceed with a limited background check on each applicant. Your current badge in your possession will be renewed for 2026, unless contacted by the JCBA prior to January 31, 2026. **No new badge will be issued.** Should you need a new badge (lost or doesn't work), **please identify such at the top of your Attorney Identification Card application indicating NEW BADGE NEEDED.** The bar office will contact you when the requested new badge is approved and ready (**won't be before February 11, 2026.**) **NOTICE TO FIRMS** – please do your due diligence BEFORE submitting payments and applications by ensuring you renew badges for 2026 (for those who held current badge in 2025) and that JCBA dues are paid. If you send in a group payment and everyone is not current, all payments and applications will be returned to you to correct prior to badge processing.

ATTENTION 2026 BADGE RENEWALS -If approved by 1/31/26, your CURRENT badge will automatically renew. NO NEW BADGE will be issued unless you check a box below:

Why do you need a new badge printed? (Check ONE, if applicable)

Badge LOST      2025 Badge Does Not Work (must turn in non-working badge)

PHOTO UPDATE (optional)      Request NEW PICTURE (JCBA will contact you to schedule photo during time listed below)

All renewal reprints and NEW PICTURE appointments will be issued after 1/31/26 and before 2/11/26.

JEFFERSON COUNTY SHERIFF'S OFFICE

1001 PEARL STREET  
BEAUMONT, TEXAS 77701



SHERIFF ZENA STEPHENS

PHONE: (409) 835-8663 OR 8664

## 2026 COURTHOUSE SECURITY Attorney Identification Card Application

Print Full Legal Name:

(As it appears on TX DL)

Office Address:

Home Address:

Cell Phone:

Home Phone:

Date of Birth:

Texas Bar Card Issue Date:

Years experience as a practicing attorney:

Office Phone:

Texas Driver License

Bar Card #:

Email:

(If your answer is No to either of the following 2 questions, explain with an attachment.)

Are you in good standing with the State Bar of Texas?

Yes

No

Are you current on JCBA dues?

Yes

No

(If your main practice is outside of Jefferson County, please state what county you primarily practice in. (\_\_\_\_\_))

I have read and understand the identification card procedures in the document, *Identification Card Procedures For Attorneys*. \_\_\_\_\_ **Initialed by Attorney**

I hereby agree to notify the Jefferson County Bar Association, as promptly as reasonably practicable, of any disciplinary action taken against me in the future while I hold a Jefferson County Attorney Identification Card.

\_\_\_\_\_ **Initialed by Attorney**

I hereby agree to a criminal background check performed by the Jefferson County Sheriff's Office.

\_\_\_\_\_ **Initialed by Attorney**

Brief narrative on the **purpose** and **frequency** of your visits to the Jefferson County Courthouse.

I hereby affirm that all the information provided on this application is true and correct to the best of my knowledge.

Signature of Applicant

Date

Attorney Identification Card Costs: **\$50 for initial badge** (due in person at the time Guest Permit for Attorney Card is issued from JCBA); **\$40 for renewal** (due upon application submission.) Payments should be made in the form of cash or check payable to Jefferson County Treasurer. **RETURN TO THE JEFFERSON COUNTY BAR ASSOCIATION at 1085 Pearl, Ste. 202, Beaumont, TX 77701.**

**DO NOT RETURN TO THE JCBA OR JC TREASURER OFFICE!!**

FOR INTERNAL USE ONLY:

APPROVED

DECLINED

JCBA

Captain or Dsignee, Courthouse Security

PAYMENT AMT \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ DATE \_\_\_\_\_