



**OFFICE OF THE BERGEN COUNTY SHERIFF**  
**BERGEN COUNTY JUSTICE CENTER**  
**HACKENSACK, N.J. 07601**  
**(201) 336-3500**

**Anthony Cureton**  
**SHERIFF**

**MEMORANDUM**

**TO: Mr. Frank O'Marra**  
**Bergen County Bar Association**

**FROM: Captain Gene Kolich**

**DATE: November 4, 2019**

**SUBJECT: Attorney Identification Cards**

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Bergen County Bar Association Members,

As you are aware, the Bergen County Sheriff's Office has been issuing Attorney Identification Cards at the Bergen County Justice Center. The cards were developed in conjunction with and approved by the New Jersey Attorney General's Office, the New Jersey Bar Association and the New Jersey Sheriff's Association.

This service is available through the BCSO Process Unit located in the Justice Center Court Street lobby. Attorneys requesting an Attorney Identification Card must provide a photo I.D. as well as a business card and/or office stationary which will be verified through the New Jersey Lawyers Diary and Manual. The cost for an Attorney Identification Card is \$25.00. Checks made payable to the Bergen County Sheriff's Office or cash will only be the only acceptable means of payment.

Attorney Identification Card Issuance days and hours are as follows:

Monday – Wednesday – Friday	9AM to 12PM	2PM to 4PM
Tuesday & Thursday	9AM to 12PM	

As a friendly reminder, Attorney Identification Cards will be issued to lawyers whose offices are located within the County of Bergen. The Bergen County Sheriff's Office will *not* issue Attorney Identification Cards to lawyers that reside in Bergen County and are employed or

whose practice is located outside the County of Bergen. This procedure is being followed by all Sheriff's Offices throughout the State of New Jersey.

The following information is required to be provided and will be included on the Attorney Identification Card:

- o Name
- o Date of Birth
- o Bar Number
- o County
- o Year Admitted
- o Height
- o Weight
- o Eye Color
- o Sex

No Attorney Identification Cards will be issued unless all of the above information is provided. Previously issued or expired Attorney Identification Cards shall be surrendered when a new card is issued.

Thank you for your attention and anticipated cooperation concerning this matter.