

**\*FOR NEW APPLICANTS ONLY\***

## **Directions for Will County Sheriff Attorney Pass**

### **BYMAIL**

Step 1: Complete application.

Step 2: Mail Application, Firm issued check or money order (personal checks will not be accepted) made out to “Will County Sheriff” in the amount of \$35, a copy of your ARDC card (front & back), and a copy of your Illinois Driver’s License or Illinois ID card to:

Will County Sheriff’s Office  
Court Security  
100 W. Jefferson  
Joliet, IL 60432

Step 3: Email your photo to [courtsecuritypass@willcosheriff.org](mailto:courtsecuritypass@willcosheriff.org). Please see photo requirements below.

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#### **Attorney Pass Photo Requirements**

- Photo must be in color, taken within the last 6 months.
- Photo must be a clear image of the face with no filters applied.
- Photo must be taken by someone else. No selfies.
- Do not digitally change, alter, or modify the photo.
- Take off your eyeglasses for the photo.
- Use a plain white or off-white background.
- Pose must be neutral or natural smile, with both eyes open.
- Face the camera with full face in view.
- No hats or head coverings. \*
- Jewelry may be worn so long as it does not hide the face.
- Photos must be submitted in JPG or JPEG format. PDFs cannot be used.

\*For religious exemptions please contact Court Security staff

\*\*\*FIRST TIME APPLICANTS ONLY\*\*\*

PLEASE DO NOT COMPLETE THIS FORM IF YOU ARE RENEWING YOUR PASS

Will County Sheriff's Office  
Application for Attorney Security Pass

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_

Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite: \_\_\_\_\_ Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

ARDC#: \_\_\_\_\_ Fax: \_\_\_\_\_

Driver's License or State ID#: \_\_\_\_\_ State Issued: \_\_\_\_\_

I am currently a member in good standing of the Bar of the State of Illinois and do not have any disciplinary proceeding pending against me (check one): YES \_\_\_\_\_ NO \_\_\_\_\_

If the answer is "no," please explain: \_\_\_\_\_

I hereby apply for an Attorney Security Pass issued by the Will County Sheriff's Office. I consent to have the Will County Sheriff's Office verify my attorney status with the Attorney Registration and Disciplinary Commission, and I consent to have the Will County Sheriff's Office perform a criminal background check on me. I certify under penalties of perjury that: (i) the information contained in my application to the Attorney Security Pass is true and correct, and (ii) I will comply with all rules and regulations applicable to the Attorney Security Pass, including any future rules and regulations. I will comply with all statues, rules and court orders governing the use of portable electronic devices in the Courthouse, including but not limited to, Twelfth Circuit Administrative Order 2022-4. By my signature, I authorize the Will County Sheriff's Office to send me information regarding the Attorney Security Pass via fax and/or email.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_