



NEW YORK CITY DEPARTMENT OF CORRECTION

Joseph Ponte, Commissioner

Dina Simon, Deputy Commissioner

Human Resources and Labor Relations

75-20 Astoria Boulevard, Suite 320

East Elmhurst, New York 11370

Voice 718-546-3276

Fax 718-278-6084

ATTORNEY/ATTORNEY ASSISTANT PASS APPLICATION

Name: _____
Last First Middle

Home Address: _____ City: _____ State: _____ Zip Code: _____

Telephone #: _____ E-mail Address: _____

Social Security Number: ____/____/____ Title/Position: _____

Hair Color: _____ Eye Color: _____ Weight: _____ lbs. Height: _____ ft. _____ in.

Date of Birth: ____/____/____ Driver's License # _____

EMPLOYER INFORMATION

Direct Employer: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Attorney Employer: _____

Attorney E-mail Address: _____

TYPE OF PASS REQUESTING: New Applicant _____ Renewal _____

____ THREE YEAR ____ ONE-DAY ATTORNEY PASS: _____

Date and State(s) of Bar Admission and/or New York State Appellate Division Department to which Admitted

Law School Attended, Year Graduated, and Degree(s) Received

____ ONE-YEAR ____ FOUR-MONTH ATTORNEY ASSISTANT PASS: _____

Professional License Number if any (e.g., investigator, social worker, psychologist), Issuing Agency, and Date Issued

____ ONE-DAY ATTORNEY/ATTORNEY ASSISTANT PASS: _____

Name of Inmate (Last, First), Book & Case No., and Location

NOTE: PLEASE INFORM THE ATTORNEY/ATTORNEY ASSISTANT PASS OFFICE, HUMAN RESOURCES DIVISION AS SOON AS POSSIBLE, IF YOUR PASS HAS BEEN LOST, STOLEN, OR MISPLACED, AT 718-546-3276.

Individuals with four-month or one-year attorney assistant passes: when the employment or internship with the attorney-employer ends, applicant must return the pass to the attorney-employer or the Attorney/Attorney Assistant Pass Office.

I, the undersigned, acknowledge that the information contained on my application for an attorney/attorney assistant pass is subject to verification and I hereby authorize the Department of Correction (DOC) to make inquiries of any public agency which may have information concerning my license, qualification, or background, in order to qualify me for a pass. I also authorize DOC to contact any school and/or employer for the purpose of verifying information submitted on this form.

Signature: _____ Date: ____/____/____

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