

## INVESTIGATOR BADGE ISSUANCE PROCEDURES

When visiting the DCC Badging Station Office for the issuance or renewal of DC Courts Investigator credentials, CJA/CCAN Investigator Panel Members need to bring their assigned "IV" Code (number), and an original government-issued photo ID, such as a state-issued ID, driver's license, or passport. The Access Control Manager will verify the names of the CJA/CCAN Investigator Panel Members in the list of names in the Administrative Order before the issuance or renewal of a DC CJA/CCAN Investigator credentials is provided. Please note that scanned or photocopied IDs will not be accepted. Currently, the DCC Badging Office is in Room 3702 within the Moultrie Courthouse, situated at 500 Indiana Ave. NW, Washington, DC. Room 3702 can be found on the third floor, accessible through the door immediately to the left of the entrance to Courtroom 310.

To schedule an appointment to come to the DCC Badging Station Office to receive your DC Courts Investigator credentials issued or renewed, all CJA/CCAN Investigator Panel Members will need to email Mr. Pablo Pineda, Access Control Manager ( < [pablo.pineda@dccsystem.gov](mailto:pablo.pineda@dccsystem.gov) > ) to request an appointment. Mr. Pineda will again verify the names on the Official Administrative Order before sending the link with instructions to schedule an appointment. Appointments are scheduled on an individual basis at a time that is available and convenient for the verified panel member.