

INVESTIGATOR BADGE ISSUANCE PROCEDURES

When visiting the DCC (DC Courts) Badging Station Office for the issuance or renewal of DCC Investigator Badge credentials, CJA/CCAN Investigator Panel Members will 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. Scanned or photocopied IDs will not be accepted.

The Access Control Manager will verify your name within the list of names approved in the CJA/CCAN Investigator Panel Members Administrative Order before the issuance or renewal of a DC CJA/CCAN Investigator Badge credential is provided.

Currently, the DCC Badging Office is located in room 3702 within the Moultrie Courthouse, situated at 500 Indiana Ave. NW, Washington, DC 20001. Room 3702 can be found on the 3rd floor accessible through the door immediately to the left of the entrance of Courtroom 310.

To schedule an appointment to come to the DCC Badging Station Office to receive your DCC Investigator Badge credentials issued or renewed, all CJA/CCAN Investigator Panel Members will need to use **Microsoft Bookings** to schedule. This will allow you to easily go online and select a preferred date and time from the available dates and times to receive your DCC Investigator Badge credential issued, renewed, updated, or replaced.

Important Information: Please use Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari for accurate appointment scheduling. Microsoft Internet Explorer may not display all fields correctly.

Please use the link below to continue to the online Microsoft Bookings Scheduling Application.

- [Electronic Access & Judicial Credentials - Scheduling Calendar](#)

Thank you,

Investigator Advisory Committee