



JOSEPH E. SMITH
Clerk of the Circuit Court, St. Lucie County

Human Resources
201 S. Indian River Dr., 5th Floor
Fort Pierce, FL 34950
(772) 462-2359

Access Request Form

EMPLOYEE ORGANIZATION

- Judicial
- Sheriff
- Private Attorney
- Court Administration
- BOCC

Administration Only

Approved: _____
Denied: _____
Date: _____

GENERAL INFORMATION

First Name:	Middle Initial:	Last Name:
Title:		
Phone Number:	Fax Number:	

REASON FOR NEEDING ACCESS

REQUESTED ACCESS (BY DEPARTMENT):

First Floor

- Front & Back Entrance Doors
- Circuit Civil File Rooms

Third Floor

- Criminal
- Criminal File Room

Fifth Floor

- Administration
- Performance Management
- Clerk Finance

Second Floor

- Circuit Civil
- Recording

Fourth Floor

- Digital Imaging
- Central Cashiering & Collections
- Information Technology

Courthouse

- Law Library

Elevator Access Only

Authorization: (Human Resources)

Date Completed: _____ Badge Number: _____

Signature: _____ Date: _____