

EMPLOYEE BADGE PROCEDURE

1. Take a completed application and a check for \$25.00 made out to Potter County to the board secretary. The board secretary will fax a copy to PCCC to the Sheriff's representative on the board.
Please do this in plenty of time to get it on the agenda for the upcoming monthly meeting.
2. Upon approval of the applicant the Surety will receive an approval letter and a copy. The original goes to the PC Treasurer when the photo ID is made.
3. The original application will stay with the surety's file in the Treasurer's office, as well as the original approval letter.
4. Take the copy to the PC Sheriff's office to have the fingerprints made.
The applicant will have this done at the downtown office, Monday thru Friday between the hours of 8:00am and 4:30pm.
5. The copy of the approval letter and the fingerprint card will be sent out the PCCC Sheriff's office to be kept on file there.