



## **Guidelines for the CCBE Identity Card**

**January 2009**

### **(1) The CCBE identity card**

The CCBE identity card was created in 1978. The CCBE produces the card, but does not issue it to the individual lawyer. The card is delivered to the national bar or to the national, regional or local professional authority, according to the conditions fixed in each Member State, which then issues it to lawyers registered with it, according to requests received by it.

### **(2) Purpose**

The card facilitates access to courts and institutions for lawyer's active outside of their home jurisdiction. It identifies the card holder in the official languages of the CCBE, as an admitted lawyer in one of the Member States.

The identity card can be used:

- as a means of proving identification as a lawyer in the home country
- as a means of proving identification as a lawyer in another EU Member State, for instance in order to gain access to courts and prisons;
- to store information on the magnetic strip or chip (applicable to the plastic version of the card only).

The card is also recognised by the European Court of Justice and Court of First Instance.

### **(3) Issuing authority**

Although the CCBE produces the cards, the national bar or law society is the issuing authority in the CCBE's name. The national bar or law society should ensure that proper verification procedures have been followed to establish that the applicant is a lawyer currently authorised and registered with it.

### **(4) Versions of the identity card**

There are two versions of the CCBE identity card.

#### **(a) The paper CCBE identity card:**

A blank copy of the paper version is sent, on request, by the CCBE Secretariat to the national bar or law society. The current version of the paper identity card contains the following information:

- (a) The words "Lawyers Professional Identity Card" in 11 languages on the front of the card
- (b) CCBE logo
- (c) Name of the lawyer (surname and forenames)
- (d) Address of the lawyer
- (e) Professional title of the lawyer
- (f) Signature of the lawyer
- (g) Period of validity
- (h) Name of the competent bar issuing the card
- (i) Number of the card
- (j) Date
- (k) Picture of the lawyer

#### **(b) The plastic CCBE identity card**

There is a second version of the identity card. This version is plastic and is the same size as a credit card. Although designed by the CCBE, this card is produced by the national bars under a licensing agreement between the CCBE and the national bar. The plastic version contains much of the same information as the paper version. There is also an optional provision for a chip and a magnetic strip. The numbering sequence of the card must begin with a prefix obtained from the CCBE Secretariat. The plastic version of the card contains three languages – English, French and the language of the issuing bar.

## **(5) Ordering or producing cards**

The paper version of the identity card must be ordered through the CCBE secretariat (e-mail [ccbe@ccbe.eu](mailto:ccbe@ccbe.eu) or write to CCBE, avenue de la Joyeuse Entrée 1-5, 1040 Brussels, Belgium). For those bars interested in producing the plastic version of the identity card, the design of the card and a copy of the licensing agreement can be obtained from the CCBE secretariat at the above e-mail or postal address.

There is no minimum number of cards that must be ordered in either case.

## **(6) Costs**

The paper version of the identity card costs €2.48 per card distributed to the national bars. It is then a matter for each bar or law society to determine what it will charge per card.

If the national bar or law society produces a plastic version of the card under a licensing agreement with the CCBE, the national bar or law society will pay the CCBE €1 per card produced under this licensing agreement. It is also a matter for each bar or law society to determine what they will charge per plastic card.

The cost of the card is determined by the CCBE Finance committee and is approved by the CCBE Standing Committee.

## **(7) Period of validity**

It is the responsibility of each bar or law society to determine the period of validity of the card. The CCBE recommends that the card, whether plastic or paper, be renewed at least every 5 years.

## **(8) Property**

The card remains the property of the issuing bar or law society. The holder is obliged to return it without delay, at first request.

## **(9) Improper use of the identity card**

If a lawyer is prohibited from practicing in his home state, he should not be entitled to use the identity card at home or abroad, and the card should be withdrawn. The use and withdrawal of the card is in accordance with national bar recommendations and is implemented by the national bars and law societies, not the CCBE.

**(10) Lost/Stolen cards**

The lawyer must inform the national issuing authority if the card has been lost or stolen.

**(11) National recognition**

Bars and law societies should make every effort to ensure that the CCBE identity card is recognised by the official and relevant authorities in their Member State.

**(12) Information for individual lawyers**

It is recommended that each lawyer receives a copy of these recommendations with his identity card.

**(13) Further information:**

For further information, please contact the CCBE Secretariat, e-mail: [ccbe@ccbe.eu](mailto:ccbe@ccbe.eu)  
– Tel. +32.2.234.65.10.