



Montana State Legislature

Montana State Capitol
PO Box 200500
Helena, MT 59620-0500
Phone: (406) 444-4800

Media Registration for Floor Access Badge

CREDENTIALING CRITERIA

1. Individuals must be employed by a commercial or non-profit news outlet providing print journalism (newspapers and magazines), broadcast journalism (radio or television), wire and news services for redistribution to other news organizations, or online news services (electronic dissemination rather than conventional print and broadcast distribution).
2. Credentials will be issued only to authorized representatives of the entities noted above and are not transferable.
3. Credentials will not be issued to individuals for the purpose of writing a personal online blog.
4. Credentials will not be issued to organizations or associations that register as lobbyists.

INSTRUCTIONS

1. If the above credentialing criteria are met, please submit this form, along with a letter of introduction on official letterhead from the sponsoring news outlet to Lenore Adams, Facilities Coordinator, Room 154 of the Capitol. Photo identification will be required for approval.
2. If approval is granted, accredited individuals agree to abide by the legislative standards of decorum. Legislative standards of decorum can be found here: leg.mt.gov/engage-government/media-guidelines/
3. Individuals may then present this signed form along with payment of \$10 to the General Services Division (GSD), Old Livestock Building, Room 201, 1310 E. Lockey Street, Helena. A photo will be taken of individual and access media ID card granted. GSD's regular business hours are 8 a.m. - 5 p.m. weekdays. They are closed on state holidays.
4. Access badge must be worn at all times on the floor of each chamber.

Please Print

Applicant's Name: _____

Title: _____

News Organization: _____

Name of Immediate Supervisor: _____

Applicant Contact Information:

Office Address: _____

Office Phone: _____ Cell Phone: _____

Email Address _____

I acknowledge that access to the House and Senate chambers is a privilege accorded to the media by legislative leadership. I agree to abide by the rules and standards of behavior established by the presiding officers of the House and Senate, as outlined in the guide "Covering the Legislature." I understand that failure to abide by these rules and standards may result in the suspension or revocation of my access media ID card at the discretion of the presiding officer.

Applicant's Signature Date

Approval of Legislative Services Facilities & Continuity Coordinator Date

- Please check this box if you wish to have your cell phone number placed in the Capitol building emergency notification system.
- Verification of Photo ID