



LEGISLATIVE AFFAIRS AGENCY

PRESS PASS

APPLICATION

APPLICATION PROCESS:

1. Applicant obtains this form online (http://akleg.gov/docs/pdf/press_application.pdf) or from House or Senate Sergeant-at-Arms, completes and submits to House or Senate Sergeant-at-Arms;
2. The form must be reviewed and signed by both the Senate and House Rules Committee Chairs;
3. Both the House and Senate Sergeant-at-Arms will also sign acknowledging approval for applicant to have a Press Pass and to be present on the floor;
4. The form must then be forwarded to LAA Executive Director's Office;
5. Applicant must email LAA Executive Director's Office a current photo, or have one taken by LAA Media Services staff (TMLOB Rm 229);
6. LAA Executive Director's Office staff prints Press Pass and sends to House Sergeant-at-Arms for issuance and sends two copies of this completed form as well as two copies of the Press Pass to each Rules Committee Chair Office for their files;
7. Please note that Press Passes are only good for the period of an individual legislative session or special session.

APPLICANT:

Name:			
Organization:			
Work Phone:		Cell Phone:	
Work Address:			
Email:			
Legislature:	29 th Legislature; Third Special Session		
Signature*:			
<i>*By signing this form, you certify that you have read and agree to comply with the Capitol Press Rules. (A copy of the Capitol Press Rules should accompany this form.)</i>			

APPROVALS – MUST BE APPROVED BY BOTH RULES COMMITTEE CHAIRS:

HOUSE		SENATE
House Rules Committee Chair Date		Senate Rules Committee Chair Date
House Sergeant-at-Arms Date		Senate Sergeant-at-Arms Date
For LAA Office Use Only		
<input type="checkbox"/> Press pass created by LAA Executive Director's Office staff on _____		