



Georgia HOUSE OF REPRESENTATIVES

House Media Services Office

Media Rules

The House Media Services Office administers media credentials to news organizations requiring on-site access to cover the Georgia House of Representatives. There are two types of credentials available: a one-day, temporary pass; and a permanent pass*, which is valid for two (2) years, concurrent with the two (2) year term of the General Assembly.

* During the legislative session, permanent media credentials may only be issued at the discretion of House Media Services staff as time and resources allow.

1. Administration of the press galleries shall be vested in the House Media Services Office.
2. Persons desiring admissions to the press galleries of the House Chamber shall make application in accordance with [Rule 7](#) of the Rules, Ethics and Decorum of the Georgia House of Representatives, subject to the direction and control of the Speaker, and subject to review and approval by the House Media Services Office.
3. The House Media Services Office shall limit membership in the press galleries to bona fide correspondents of repute in their profession, under such rules as the House Media Services Office shall prescribe.
4. An applicant for media credentials through the press galleries must establish to the satisfaction of the House Media Services Office that he or she is a full-time, paid correspondent who requires on-site access to House representatives and staff. Correspondents must be employed by a news organization:
 - With the General Publication periodicals mailing privileges under U.S. Postal Service rules, and that publishes regularly; **or**
 - Whose principal business is the regular dissemination of original news to a broad segment of the public.
5. The applicant must not be engaged in any lobbying or advocacy, advertising, publicity or promotion for any individual, political party, group, corporation, organization or a federal, state or local government agency, or in prosecuting any claim before the House or any federal government department, and will not do so while a credentialed member of the media.

6. The applicant's publication must be both editorially independent of any institution, foundation or interest group that lobbies the state government and also established principally as a general news organization.
7. Media credential applications must include the name of the applicant, the news organization they are employed by, contact information (i.e. phone, email, address, etc.) and a digital photo of the person requesting the credential.
8. Failure to provide information to the House Media Services Office for this determination, or misrepresenting information, can result in the denial or revocation of credentials.
9. Each eligible news organization is limited to five (5) permanent credentials. Additional media credentials exceeding that amount will be issued to eligible news organizations at the discretion of the House Media Services Office on a case-by-case basis.
10. Each news organization is responsible for the conduct of their credentialed members of the media. Failure of an individual credentialed member of a news organization to abide by the House Media Rules and Media Decorum may result in the revocation of all credentials issued to that news organization.
11. The House Media Services Office does not issue permanent credentials to student-led or student-operated media organizations, including but not limited to school and university publications, broadcast outlets and websites. Student journalists of such organizations may apply for a temporary, one-day pass as prescribed under Rule 14. Further, student journalists who are interns are not qualified for permanent credentials and must apply for a temporary, one-day pass.
12. Freelance and contract employees must apply for credentials through a sponsoring publication, broadcast outlet or website that meets the aforementioned rules. In addition to completing the online application, freelance employees, contract employees, interns and fellows must submit a letter of introduction on the publication's letterhead from their sponsoring publication's bureau chief or managing editor.

The letter should:

- Verify current employment status;
- Justify the need for media credentials;
- Guarantee that the applicant has read and will abide by the House Media Rules and Media Decorum;
- Contain the original signature of the bureau chief or managing editor (no electronic signatures are accepted);

- Include contact information for both the signatory and the correspondent.
13. The House Media Services Office reserves the right to request two (2) recent copies of the publication for review purposes. Additional information may also be required.
 14. Visiting members of the media wishing to obtain a one-day, temporary pass must fill out and submit the online media credential application at least one (1) business day prior to the date in which on-site access is requested. Applicants will be notified via email if his or her application is approved. Failure to meet these requirements does not guarantee visiting members of the media a temporary pass.
 15. Credentials must be picked up from a House Media Services staff member no later than 30 minutes prior to the start of the legislative day. Credentials will not be available for pick up once the legislative day has convened.
 16. If a credentialed member of the press requires a reprinted permanent media credential for any reason, a fee of \$20 will be charged for its replacement. Re-printing of lost or stolen credentials requires notice of at least two (2) business days. House Media Services may issue temporary one-day media credentials until the permanent media credential can be printed/replaced by House Media Services staff.
 17. Members of the media who have received permanent media credentials who have forgotten their credential may be granted temporary media credentials one (1) time if they do not have their permanent media credentials with them for any reason.
 18. Any media credential that does not have the current calendar year date will be deemed null and void.
 19. Anyone found that has engaged in the duplication or counterfeit of a House media credential will be permanently banned from receiving or being issued a media credential by the House Media Services Office.
 20. Anyone who has been issued a media credential by the House and is found to be in violation of these policies will have their media credential revoked and will no longer be granted access to the House Chamber for a time period to be determined by the House Media Services Office.
 21. All rules specified heretofore may be changed at any time without notice by the House Media Services Office.