



## **Limited Access Badge for the Capitol/Capitol Annex Tunnel**

The Kentucky General Assembly and the Legislative Research Commission (LRC) allow certain individuals to apply for and receive badges for access to the Capitol, Capitol Annex, and/or the tunnel between the two buildings.

One badge type offered by the LRC is a limited access badge for regular visitors who have mobility issues and need to access the tunnel between the Capitol and Capitol Annex and the lifts therein when the General Assembly is in a regular legislative session. If an individual applies for and is granted this limited access badge, it will allow access to the tunnel and the lifts therein, but it will not allow the individual to enter at any non-visitor entrance to either building or to otherwise bypass security.

An individual may request an LRC limited access badge for the tunnel if that person meets all of the following criteria:

- The individual expects to visit the Capitol and Capitol Annex at least twice per calendar month when the General Assembly is in a regular legislative session;
- The individual has mobility issues that make it a hardship to access the Capitol and Capitol Annex through the two separate public entrances;
- The individual needs to utilize the lifts within the tunnel between the two buildings; and
- The individual is not employed to assist in the lobbying, advocating, or promoting the legislative or policy agenda of any person, corporation, or association, and will not become so employed or involved while retaining the privilege of an LRC limited access badge.

Because access to the tunnel is limited for the purpose of the safety and security of all persons on the Capitol campus, the LRC has the discretion to grant or deny any application for a limited access badge for the tunnel and to deactivate any previously granted badge at any time in the sole discretion of the LRC.

The LRC may, at any time, implement a review process to determine if a requester meets or continues to meet these eligibility requirements. The LRC also reserves the right to revise these eligibility criteria.

### **Applying For a Limited Access Badge**

An individual must submit and sign the attached Application for Limited Access Badge for the Capitol/Capitol Annex Tunnel to be considered for the badge.

The request should be emailed to [Stephanie.Newberg@kylegislature.gov](mailto:Stephanie.Newberg@kylegislature.gov) or hand delivered to the LRC Public Information Office, Capitol Annex Room 23.

### **Receiving a Limited Access Badge**

An individual applying for a limited access badge will be informed via email whether the request is approved. If approved, the individual will need to report to the LRC Public Information Office, Capitol Annex Room 23. The individual must present a valid photo ID for verification to have a badge created. The LRC Public Information Office is open weekdays from 8 a.m. to 4:30 p.m.

### **Other Important Information**

- Limited access badges are valid for one (1) regular legislative session, which runs from approximately January 1 – March 30 each odd-numbered year, and from approximately January 1 – April 15 each even-numbered year. After one (1) regular legislative session, applicants must re-apply to renew their badges.

- Legislative committee rooms are open to the public. Limited access badges are not required to observe committee meetings.
- For more information, contact the LRC Public Information Office at 502-564-8100.

## Application for Limited Access Badge for the Capitol/Capitol Annex Tunnel

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

By signing below, I affirm that I understand and agree that access to the tunnel between the Capitol and Capitol Annex is limited to public officials, state employees, and certain other individuals who have applied for and have been given access to the tunnel, and that the purpose of this limited access policy is the safety and security of all persons on the Capitol campus. I also affirm that I am a regular visitor to the Capitol and Capitol Annex and that I have difficulty with mobility and need to regularly access the tunnel and the lifts therein that bypass the steps on each end of the tunnel.

I also affirm my understanding that this application is for a limited access badge that will only allow me to use the tunnel and the lifts therein, and that this badge will not allow me to enter the building at non-visitor entrances or otherwise bypass security on the Capitol campus. I also affirm that the Legislative Research Commission (LRC) retains the discretion to grant or deny my application for this badge, for any reason, and that if my application is granted, the LRC also retains the discretion and right to terminate my access to the tunnel at any time, regardless of whether I still have the badge in my possession. I further affirm that I am not employed to assist in lobbying, advocating, or promoting the legislative or policy agenda of any person, corporation, or association, and will not become so employed while retaining the privilege of a limited access badge for the tunnel and the lifts therein.

**Finally, I also specifically affirm that I understand no attendant or assistant is available at the lifts at each end of the tunnel, and that the LRC has no role in providing or maintaining those lifts, and that I therefore assume all responsibility and risk to use and operate the lifts on my own. I also specifically affirm and agree to hold the LRC harmless for the availability and operability of, or for any other condition that results in my inability to use, the lifts. Further, because I understand the LRC has no role in providing or maintaining the lifts, I also specifically affirm and agree to hold the LRC harmless for any harm or injury that results to me from my independent use of the lifts.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed and signed form to the Legislative Research Commission  
Public Information Manager Mike Wynn.

The form can be delivered to Capitol Annex Room 23 from 8 a.m. to 4:30 p.m. Monday  
through Friday;  
or scanned and emailed to [Mike.Wynn@lrc.ky.gov](mailto:Mike.Wynn@lrc.ky.gov).