



Media Credentialing for The Kentucky General Assembly / Legislative Research Commission

The Kentucky General Assembly provides media credentials for media representatives to access the chambers of the Senate and House of Representatives to promote openness and ensure that the news media can provide citizens with complete coverage of legislative proceedings.

Media representatives are those who are actively and professionally engaged in the pursuit of information distribution about Kentucky General Assembly activities. Examples of media include but are not limited to the following occupations: print or online journalist; photo journalist; radio broadcaster; or photographer/videographer.

A member of the media is eligible to request a Legislative Research Commission (LRC) media credential if that person meets all of the following criteria:

- The media representative is a journalist who is employed or has been formally hired by a bona fide media outlet that operates independently of any government, industry, association, lobbying, or political organization.
- The media outlet has operated for more than 26 weeks and is principally devoted to the dissemination of original news and not as a platform to promote the interests or opinions of a special interest group, advocacy group, individual, or cause.
- The media representative's assignments include news coverage of the Kentucky General Assembly.
- The media representative 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 media credential.
- The media representative is not engaged in media advertising, marketing, public relations, or management departments or firms.
- The media representative has not stated an intention to become a candidate for any elected office and/or has filed for or started raising money as a candidate for any elected office.

LRC may, at any time, implement a review process to determine if a requester meets or continues to meet these eligibility requirements.

LRC reserves the right to revise these eligibility criteria.

Bloggers and other citizen journalists who lack a formal media affiliation must authenticate their status by providing links to their blogs or media outlets.

Applying For LRC Media Credentials

1. An editor or supervisor must submit a request via email.
2. Applicants must submit and sign the attached Media Credentials Application to receive the media badge.

1. Letter from Editor or Supervisor

The immediate editor or supervisor of the journalist must submit an email request for an LRC media badge. The request should be from an official professional email address and provide following information:

- Journalist's name
- Journalist's job title
- Statement affirming that the LRC media badge will be used solely to provide news coverage of the Kentucky General Assembly.

The request should be emailed to Stephanie.Newberg@kylegislature.gov.

2. Receiving A Media Badge

A journalist will be informed via email whether a request for a media badge is approved. If approved, the journalist will report to the LRC Public Information Office, Capitol Annex Room 23. The journalist 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.

Access To Chambers

Media badges must be worn at all times while in the Senate or House chamber media section.

General Assembly Media Sections

Senate: While some media outlets have assigned seats in the front of the chamber, most journalists admitted to the Senate must remain behind the columns on the south side of the chamber. Enter the chamber through the side door on the south side. Media badges issued by the LRC must be worn at all times in the chamber. Journalists should not approach Senate members' desks when the chamber is in session. Cameras and tripods should remain behind the columns on the chamber's south side. Flash photography is not permitted.

House of Representatives: While some media outlets have assigned seats beside the Speaker's rostrum on the north side of the House chamber, most journalists will sit in the media section on the south side of the gallery overlooking the House chamber. Media badges issued by the LRC must be worn at all times in the chamber. Journalists should not approach House members' desks when the chamber is in session. Cameras and tripods should remain in the designated media section. Flash photography is not permitted.

Other Important Information

- Media badges are valid for one (1) year. After one (1) year, applicants must re-apply to renew media badges.
- Credentials must be used only in the course of reporting for bona fide news media outlets. Media badges shall not be used when working for non-news organizations or for other media outlets that have not received approval through the application process. If a journalist wishes to use a credential to conduct reporting for more than one outlet, separate applications must be submitted and approved for each outlet.
- Legislative committee rooms are open to the public. Media badges are not required to observe committee meetings.
- For more information, contact the LRC Public Information Office at 502-564-8100.

**Kentucky General Assembly / Legislative Research Commission
Media Credentials Application**

Name: _____

Principal Media Employer: _____

Position: _____

Media Address: _____

Phone: _____

Media Email address: _____

List all other employment, media and non-media, including self-employment: _____

I affirm that I am a journalist who is employed or has been formally hired by a bona fide media outlet that operates independently of any government, industry, association, lobbying, or political organization. This media outlet has operated for more than 26 weeks and is principally devoted to the dissemination of original news and not as a platform to promote the interests or opinions of a special interest group, individual, or cause. My assignments include news coverage of the Kentucky General Assembly. 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 Legislative Research Commission media credential. I have no intention to become a candidate for any elected office and/or have not filed for or started raising money as a candidate for any elected office.

Signature of Applicant: _____

Date: _____

Please return this completed and signed form to the Legislative Research Commission
Public Information Office.

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 Stephanie.Newberg@kylegislature.gov.