

Utah Capitol Media Access and Credentialing Policy

Utah Capitol Media Credential Application

The Utah Capitol Media Credential application process, outlined below, is designed to give professional journalists and media representatives from reputable organizations access to cover the Legislature and other significant events at the Utah State Capitol. This process aims to support informed reporting while maintaining the integrity and security of the Capitol.

Credentialed media members must primarily focus on gathering and reporting news that occurs at the Capitol. Completing an application does not guarantee that a credential will be issued. Having been previously credentialed does not guarantee that a credential will be granted in the future. A Utah Capitol Media Credential is valid for one calendar year*. Organizations may request more than one media credential; however, Senate and House media liaison designees reserve the right to limit the number of credentials allocated to any media organization.

Utah Capitol Media Credential Credentialing Criteria

To apply for a Utah State Capitol Media Credential, an applicant needs to:

- Complete the online [application](#).
- Be a professional member of the media (which includes journalists, photographers and videographers) who regularly covers the Legislature and Capitol in person and is part of an established reputable news organization or publication.
 - A journalist intern or student who works for an established reputable media organization or institution and has a supervisor may be eligible to receive a credential. Intern/student media credentials are only valid for three months (January-March).**
 - Blogs, independent media or other freelance media do not qualify for a credential.
- Provide an annual background check.
- Adhere to a professional code of ethics.
- Complete the yearly harassment prevention training.
- If required by a media designee, submit a letter of introduction on official publication letterhead, signed by the managing editor, may be required. If multiple applicants from the same publication are applying, one letter will suffice.
 - The letter must include the following:
 - Verification of full-time employment.
 - Justification for the need for a Utah Capitol Media Credential.
 - Affirmation that the applicant has read and agrees to abide by the applicable legislative rules, statutes and policies, including those described in this document.

Credential Privileges

- Utah Capitol Media Credentials provide access to some secure areas of the Capitol, such as the press room and designated areas in the Senate and House chambers, if the credentialed news media follow applicable legislative rules, statutes and/or policies, including the policies of each chamber.
- Credentialed media has access to designated media workspaces in the Senate and House galleries.
- Credentialed videographers and photographers may be allowed to set up in the Senate and House galleries.
- Credentialed media may be permitted access to media availabilities and other press events with elected officials.
- Access to designated media parking.
 - Due to limited space, designated parking does not extend to interns or students.
- A Utah Capitol Media Credential provides access to the Capitol press room, which is equipped with internet access and an audio feed from both chambers.
 - Interns and students must remain in designated areas in the press room.
- Approved and designated areas for media:
 - Designated areas in the galleries of the Senate and House
 - Committee Rooms – designated area behind the dais in committee rooms, up to the discretion of the chair of the committee. Reach out to media liaison designees to request access.
 - Press Room

Media Liaison Designees

- Utah Senate media liaison designee:
 - Deputy Chief of Staff Aundrea Peterson: aundrapeterson@le.utah.gov – 801-791-3365
- Utah House of Representative media liaison designee:
 - Communications Director Alexa Musselman: amusselman@le.utah.gov – 801-865-5882

Senate Policy

- Except as provided below, credentialed news media may not be admitted to the Senate floor when the Senate is convened in session.
 - Credentialed news media members who are photographers or videographers may be permitted to enter the Senate floor with permission from a Senate media liaison designee when the Senate is convened in session if the news media members comply with the applicable dress requirements and other rules of decorum.
 - The dress requirements: coat and tie for men and professional business attire for women.

- View news media access rules for the Senate floor, committee rooms and designated areas here.

House Policy

- News media may not be admitted to the House floor when the House is convened in formal session.
- Credentialed news media members who are photographers or videographers may be permitted to enter the House floor with permission from a House liaison media designee.
- For House Floor rules, click here.
- For House Committee rules, click here.

Credentials may be denied or revoked for any reason, such as the following:

- Fails to complete the workplace harassment prevention training.
- Engages in unlawful discrimination or harassment.
- Presents a security risk, as demonstrated by past action or criminal record.
- Does not represent an established reputable news organization or publication.
- Does not regularly cover the Legislature in person at the Capitol.
- Fails to adhere to standards of professional conduct.
- Fails to follow the rules and regulations outlined in this document.
- Engages in lobbying.
- Holds government employment.
- Provides consulting or public relations services to clients in relation to the Legislature or matters under consideration by the Legislature.

Right of Appeal

- If credentials are denied or revoked, the applicant may appeal by submitting a written appeal to the Senate or House chief of staff. Appeals will be decided within five business days unless the Senate or House chief of staff notifies the appellant that a longer period will be required to resolve the appeal.
 - Senate Chief of Staff Mark Thomas: mthomas@le.utah.gov – 801-673-8587
 - House Chief of Staff Abby Osborne: aosborne@le.utah.gov – 801-831-6116

Other Important Information

- Utah Capitol Media Credentials must be worn and visible when at the Capitol complex to gain entrance to the Senate and House floors, committee rooms and media availabilities.

** Press credentials are valid for one calendar year unless revoked or surrendered.*

** *Intern/student press credentials are valid for three months, January–March, unless revoked or surrendered.*

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