

# Colorado Capitol Press Association

## HOW TO RECEIVE ACCREDITATION

Recommendations for accreditation for media outlets to cover both House and Senate floors are handled through the Colorado Capitol Press Association.

All reporters seeking admission to the House and Senate floor must submit a completed application form to a member of the association's Standing Committee of Correspondents in one of the Capitol's two press rooms, on the third floor near the Senate committee rooms or in the basement across from the State Patrol office.

All new applications will be presented to the members of the Standing Committee for their review. A majority of Standing Committee members must approve each application according to the Association's rules and procedures. Applicants might be issued temporary credentials for use until the Standing Committee next meets.

Upon approval, the Standing Committee will notify each applicant and record his or her name. New members of the Association must purchase a 1.5-inch by 3-inch badge with a purple background listing their name and media outlet. This badge must be worn to gain access to the floor of the House and Senate, and, as a courtesy to members of the Legislature, should be worn in committee rooms and throughout the Capitol building when the Legislature is in session.

Photographers and camera crews from organizations that are members of the Colorado Capitol Press Association may wear a generic badge reading "Photojournalist" and the name of the publication or television channel.

Journalists who come to the Capitol sporadically to cover the Legislature can apply for temporary credentials to a member of the association. If they can demonstrate they meet the criteria in the association's rules, they can receive temporary press stickers, which must be worn to gain access to the House and Senate floors.

Journalists who do not hold Association credentials may access any area of the Capitol open to the public.

**Get an application form online at [www.leg.state.co.us](http://www.leg.state.co.us).**

Forms can be emailed to [CoCapitolPress@gmail.com](mailto:CoCapitolPress@gmail.com)