



LOUISIANA HOUSE OF REPRESENTATIVES OFFICE OF SERGEANT-AT-ARMS

To Whom It May Concern,

On behalf of the Louisiana Legislature, the House of Representatives' Office of Sergeant-at-Arms has begun processing Legislative Media badge applications for 2014, as **current badges will expire January 2014**. All media badge applications are reviewed and must be approved before Legislative media badges are issued.

Legislative media badges are not required when reporting and communicating legislative proceedings. Media badges are issued as a security measure and may expedite entry into the building and gaining access into certain designated areas during proceedings of the legislature when space is available.

To receive a legislative media badge, an applicant should not be an employee of an organization that engages in lobbying or paid advocacy, advertising, publicity or promotions for any individual, political party, corporation, organization or government agency and is a salaried staff correspondent, reporter, or photographer regularly employed by a newspaper or television station. The television station or newspaper must verify the applicant's employment.

Members of the media covering the legislature on a limited basis or who have not applied for their 2014 media badge may apply for a **Day Pass** when they arrive at the State Capitol. These individuals should report to the **Sergeant-at-Arms Office, Basement Floor Room 151**. Individuals who have been denied a media badge cannot obtain a Day Pass.

News media badges issued by any other entity are not valid for entrance to the designated media areas of the Capitol.

The cost of a **new** yearly identification badge is **\$10.00** per badge and will expire **January 2015**. The replacement cost for a lost badge is \$10.00. WE DO NOT ACCEPT CASH. Please complete the online form as instructed or return the printable form via fax to 225-342-0472 or via U.S. mail with payment to:

**Office of Sergeant-At-Arms-HOUSE
P.O. Box 94062
Baton Rouge, LA 70804**

Other Important Information to Know:

- Media badges do **not** exempt the media from entering the Capitol without going through security.
- Balcony seating is always open. Media badges are not required to monitor session proceedings from either Legislative Chamber Balcony.
- Cameras are **not** allowed in Chamber Balcony

You will be notified upon approval or denial of your application.

Once approved and payment received, your identification badge will be created and available on your next visit to the State Capitol in the **Office of the Sergeant-at-Arms, Basement Floor, Room 151**.

If you have any questions, please contact our office at 225-342-1228.

Respectfully,

A handwritten signature in black ink, appearing to read "Clarence R. Russ, Jr.".

Clarence R. Russ, Jr.
Chief Sergeant at Arms

The Legislature reserves the right to search any person entering the State Capitol.