

MEDIA/PRESS ID CARD APPLICATION PROCESS

Maryland Capitol Police of the Department of General Services (MCP) has implemented some new procedures regarding state identification cards for Media/Press. These new procedures ensure improved customer service, streamline efficiencies, and enhance security measures. Applications can now be processed online, via email. Here are the steps needed for processing request for media ID cards:

1. Media/press credentials may be provided to individuals who:

- a. Are employed or affiliated with an organization principally devoted to the dissemination of news, are self-employed, or freelancers who regularly engage in original news gathering, or take photos for distribution, or broadcast to the public as news.
- b. Use recognized standards of professional journalism (Society of Professional Journalists' Code of Ethics, for example).
- c. Have confirmed in writing that, other than in the ordinary course of gathering and disseminating news or making editorial comments to the general public; he or she is not currently engaged in and will not use the credential for engaging or assisting, directly or indirectly in any lobbying, promotion, advertising, or publicity activity intended to influence:
 - i. Elections
 - ii. Legislation or any other legislative action of the Maryland General Assembly
 - iii. Executive action on any matters, particularly concerning legislation or regulations; or
 - iv. Any matter before any independent State agency, or any other department or other instrumentality of the Executive Branch.
- d. Are not employed in any legislative or executive department or independent agency of any branch of federal, state, or local government, or by any foreign government or representative thereof.
- e. Submit to and pass a criminal background check; required for security reasons.

2. Application Procedures

- a. Application forms may be downloaded from our website <https://mcp.maryland.gov>. Click Safety and Services; State ID Cards; and click on ID request form.
- b. Complete the application request form (MCP Form 2). **The “authorization of release of information” must be signed and notarized before electronic submission.**

- c. Submit the completed application package; media/press application, letter of intent on official company letterhead and a copy of your driver's license to the following:
- i. Via email to dgs.scpc@maryland.gov; or
 - ii. In person to one of the Security Card Processing Centers at either of the following locations:

201 W. Preston Street Room L-6	29 St. Johns Street
Baltimore, MD 21201	Annapolis, MD 21401
Phone: 410-767-1910	Phone: 410-260-2941
- d. Report in person to either of the above-mentioned locations (depending on what location you selected on the application) to obtain your ID card.

3. Benefits of Media ID card

- a. Individuals that meet the mandate established in this policy will be deemed eligible to receive a State issued media identification card. These cards will be valid for a period of two years, expiring on the date of issue. There will be no initial charge for Media ID card issuance. If an individual is denied a state press identification card after submitting a written application, the individual will be informed of the basis for the denial and provided the opportunity to respond and seek resolution/reconsideration.
- b. Cardholders (*while properly displaying the ID card*) will be eligible for the following benefits:
 - i. Ability to bypass security check points, without being screened by magnetometer or x-ray machines (*baggage and equipment may still be subject to inspection*).
 - ii. Access to Senate and House chambers, during legislative proceedings.
 - iii. Access to Governor's Reception Room for media and press events.
 - iv. Access to Senate and House committees, during public hearings.
 - v. Access to Senate and House chamber floor
 - vi. Ability to bypass security checkpoints in the House of Delegates Building and the James/Miller Senate Office Buildings.
 - vii. Access to state employee section of the Navy Lot for parking.
 - viii. Eligible for shuttle transportation to and from the Annapolis Complex.

4. Hours of Operation for the SCPC office:

- Monday, Wednesday, and Friday 8am-2pm
- Tuesday and Thursday 8am-12pm by appointment only which can be made by sending an appointment request to dgs.scpc@maryland.gov