

Los Angeles Police Department
Media Relations Division
100 W. 1st Street, Room 257-B
Los Angeles, CA 90012
(213) 486-5910 – office
(213) 486-5909 – fax

NEWS MEDIA IDENTIFICATION CARD APPLICATION

To be eligible to receive a LAPD news media identification card, the applicant must meet the eligibility requirements outlined in the [LAPD News Media Identification Card Guidelines](#).

This is for: New Applicant Renewal - Card # ___ Exp Date ___/___ Change of Employer

PRINT OR TYPE CLEARLY BELOW

Date ___/___/___

Last Name _____ First Name _____ Middle _____

Sex ___ Hair _____ Eyes _____ Height _____ Weight _____ Date of Birth ___/___/___

Driver's License No. _____

Residential Address _____

City, State, Zip _____

Employer _____

(If you are self-employed, PLEASE indicate)

Position/Job Title _____

Business Address _____

City, State, Zip _____

Contact Phone No.: _____ Work/Mobile No.: _____

Email: _____ Alternate Email: _____

Facebook: _____ Twitter: _____

Applicant's Name _____

Date ____/____/____

Provide a brief description of the applicant's job duties as it applies to the need for a LAPD media card:

Employees of Department-Identified News Organizations:

1. Complete the News Media Identification Card Application. The application must be complete and signed in order to be considered. Failure to do so could result in delays or denial of an application.
2. Provide a letter on original business letterhead, signed by news director, editor, or person in charge, stating the applicant is an employee of the news organization who regularly cover news events at which police and/or fire lines within the city of Los Angeles are established.
3. Scan the application and letter, and e-mail to N5474@lapd.online.
4. The application and letter will be reviewed by the Department Press Pass Coordinator, and the applicant will be contacted regarding the next part of the application process.

Self-Employed, Freelancers, Employees of Non-Department Identified News Organizations:

1. Complete the News Media Identification Card Application. The application must be complete and signed in order to be considered. Failure to do so could result in delays or denial of an application.
2. Provide three (3) letters on original business letterhead, signed by news director, editor, or person in charge, stating the applicant has completed assignments requiring the need to cover news events at which police and/or fire lines within the city of Los Angeles are established. OR, provide three (3) examples of work credited to the applicant from the last six (6) months. The samples must show the applicant performed work that required access passed established police or fire lines. Such examples can include articles, photographs, videos, or other forms of media. The examples can be in print, PDF format, or through links to sites where the example can be viewed.
3. Scan the application, letter and samples, and e-mail to N5474@lapd.online.
4. The application, letter and samples will be reviewed by the Department Press Pass Coordinator, and the applicant will be contacted regarding the next part of the application process.

Has the applicant ever been arrested and/or convicted of a crime; or entered a plea of 'Guilty' or 'No Contest'? _____

If yes, please explain below. Also list warrants, but do not list traffic citations:

TO BE COMPLETED BY APPLICANT ONLY:

I certify that I have carefully read the information submitted on this application, and that it is true and complete. I understand any false information or withholding of information is grounds for the denial or revocation of my LAPD News Media Identification Card.

Applicant's Signature

Date

IMPORTANT NOTICE: To the holders of a LAPD News Media Identification Card:

The exclusive purpose of LAPD news media identification cards (media card) shall be to enable the bearer to pass through established police and/or fire lines within the City of Los Angeles in order to cover news events occurring behind such lines.

The LAPD media card does not grant the bearer the right to cross established police and/or fire lines at the bearer’s discretion. The Public Information Officer (PIO) or incident commander, in compliance with Penal Code 409.5(d), may deny public and/or media to pass established police and/or fire lines in the exercise of his/her reasonable discretion. Such discretion may be exercised when public or personal safety may be jeopardized, to preserve the integrity of a crime scene, or to provide clear and safe access to first responding personnel, but shall not be limited to these bases.

DENIAL OR REVOCATION OF A MEDIA CARD

The media card remains the property of LAPD, and is subject to denial or revocation by the Department. The Department, in the exercise of its reasonable discretion, may deny or revoke a media card for reasons including, but not limited to, the following:

- A. Failure to meet the requirements outlined in LAMC Section 52.16(A).
- B. Past revocation of a LAPD media card.
- C. False or misleading statement(s) on the media card application.
- D. The media card applicant/holder has been arrested and/or convicted for offenses including but not limited to, those involving use of force or violence on the person of another, lewd conduct, forgery, embezzlement, vagrancy, or interfering or otherwise impeding the activities of law enforcement officers.
- E. If the Department deems the media card holder abused his/her media card authority.
- F. If the media card holder uses his/her media card to deceive another person, or for the purpose of committing or attempting to commit a crime.
- G. If the media card holder terminates his/her employment with a news agency, or his/her job duties no longer require maintaining a LAPD media card.

In the instance that the Department denies or revokes a media card, the applicant/holder can appeal the Department’s decision. The applicant/holder must submit his/her appeal in writing to the Board of Police Commissioners (BOPC). The BOPC will review the appeal and make a final determination.

LOSS/THEFT OF MEDIA CARD, CHANGE OF EMPLOYMENT, NO LONGER EMPLOYED BY NEWS AGENCY

If the media card is lost or stolen, the media card holder or his/her employer must report the media card lost/stolen with a policing agency. A copy of the report must be provided to the LAPD media card coordinator before a new media card will be issued.

If the media card holder changes employer, the holder must notify the LAPD media card coordinator of the change. If the media pass holder is no longer employed with the news organization, the media card must be surrendered to Media Relations Division immediately.

Signing below indicates the news media identification card applicant has read and understands the above information.

Applicant’s Name (Print)

Applicant’s Signature

DO NOT WRITE BELOW THIS LINE

Date _____	Media Card# _____	Exp Date _____	Issued By _____
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