



**NYC**<sup>®</sup>

**Press  
Credentials**

**The City of New York  
Mayor's Office of Media and Entertainment (MOME)**

**PRESS CREDENTIALS OFFICE (PCO)**

*Samer Nasser, Executive Director*

Visit us at [nyc.gov/presscredentials](https://nyc.gov/presscredentials)



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## Quick Links

Available for Download:

- [A Guide to Your Trial at the OATH Trials Division](#)
- [Applicant Guide to the Online Portal](#)
- [How to Register for an Account](#)
- [How to Apply for a Press Card](#)



# The Press Credentials Office

Pursuant to **Local Law 46 of 2021**, which transferred the responsibility to issue press credentials or “Press Cards” from the New York City Police Department (NYPD) to the Mayor’s Office of Media and Entertainment (MOME), MOME set forth rules (**Title 43, Chapter 16 of the Rules of the City of New York.**) for press card application procedures, criteria for denial of an application, and criteria for suspension or revocation of a press credential.

The rules provide members of the press the opportunity to appear before an independent court, the Office of Administrative Trials and Hearings (OATH) when they want to appeal or challenge an application denial.

**The PCO** also cannot suspend or revoke a press card without a hearing and a decision from OATH.

**The PCO** is now the only city agency authorized to issue, deny, suspend or revoke a City of New York Press Card.



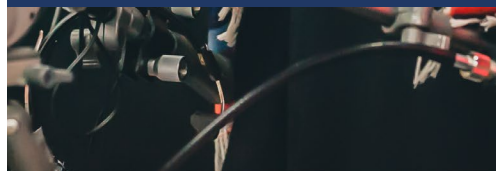
# PCO Mission

In alignment with MOME's mission of supporting and strengthening New York City's creative economy and making it accessible to all, **The PCO** aims to provide members of the Press with a timely, transparent, and equitable Press Card application process by establishing seamless operational policies, providing the opportunity for a hearing and appeal process, and guiding members of the press on how to qualify for and obtain a City of New York Press Card.



## Office of Film, Theatre & Broadcasting

The one-stop shop for all production needs in NYC.



## NYC Media

The official television, radio and online network of the City of New York.



## Programs & Initiatives

Programs, initiatives, and resources for all New Yorkers – from those who work in the creative industries and those who aspire to a career in these industries, to those who simply want to experience the city's cultural offerings.



## Press Credentials Office

Issues press cards for news gathering organizations.



# The City of New York Press Card

## Press Card Privileges

- A Press Card is not required to engage in newsgathering activity and work as a journalist in New York City.
- A Press Card *is* required for the following “Covered Events.” Subject to space limitations, safety concerns, and evidence preservation concerns, a press card entitles a member of the press to:
  1. Cross police and fire lines, or other restrictions, limitations, or barriers established by the City of New York at emergency, spot, or breaking news events and non-emergency public events
  2. Attend City-sponsored events that are open to members of the press.
- Press Cards are valid for up to two years and expire on January 15th of every odd year.

## Press Card Guidelines

- NYPD-issued Press Cards are valid until Jan. 15, 2023.
- Press Card holders with an expired NYPD-issued Press Card must renew their press credentials with the PCO.

# Press Card

## Press Card Guidelines *continued*

- There is no fee required for a Press Card
- A Press Card must be worn fully exposed at all times while newsgathering
- NYPD can no longer seize valid City of New York Press Cards
- The PCO only issues Press Cards
- The PCO does not schedule interviews with the Mayor, issue parking permits, or handle Mayoral event calendars
- For more information about other NYC services, please visit <https://www1.nyc.gov>

## Press Card Required Information

- Personal Information
- Company Information, if applicable
- Six or more qualifying media file submissions
- A valid government issued ID
- Applications for a Standard Press Card and Single Event Pre-Registration also require certain criminal history information
- All information on applications must be submitted in English
- Media Files in a Language other than English are acceptable

**Language Services:** MOME provides language access services in multiple languages and includes free interpretation and translation services.



# Press Card

## Three Types of Press Card

Standard Press Card	Reserve Press Card	Single Event Press Card
<p>Issued to independent newsgathers, freelancers, and full-time employees of newsgathering organizations</p>	<p>Issued to newsgathering organizations applying on behalf of their employees who do not hold a Standard Press Card</p>	<p>Issued to independents and freelancers and full-time employees of a newsgathering organization who do not hold a Standard or Reserve Press Card</p>
<ul style="list-style-type: none"> <li>• Include the journalist’s name and photo, employment status and the expiration date of the Press Card</li> <li>• Provides Press Card privileges to multiple news events while the Press Card is valid</li> </ul>	<ul style="list-style-type: none"> <li>• For use by the Newsgathering Organization’s employees to cover multiple news events while the Press Card is valid</li> <li>• Includes Newsgathering Organization’s name and expiration date</li> </ul>	<ul style="list-style-type: none"> <li>• For access to one event in NYC that specifically requires a City of New York Press Card</li> <li>• Includes journalist’s name, photo, the name of the Single Event, and the validity period of the Press Card</li> </ul>

# The Application Portal





# Eligibility Criteria

## Standard & Reserve Press Cards

- ✓ Submit six published stories. Accepted types of media include: articles, commentaries, books, photographs, videos, films or audio (*accepted file formats: pdf, jpeg, png, mp3 & mp4*)
- ✓ Must be a 'Covered Event'
- ✓ Media must be published, broadcast, or cablecast within the 24 months immediately preceding the application submission date
- ✓ The events must occur on separate days
- ✓ The events must be covered in-person
- ✓ Events must occur in one of the five boroughs of New York City

## Single Event Press Cards (2 step process)

### STEP 1: PRE-REGISTER TO COVER CITY SPONSORED EVENTS

- ✓ Submit six or more media
- ✓ Accepted Media: Articles, commentaries, books, photographs, videos, films, or audio
- ✓ Accepted File Media: PDF, JPEG, PNG, MP3, and MP4
- ✓ Media must be published, broadcast, or cablecast within the 24 months immediately preceding an application submission
- ✓ The events must occur on separate days
- ✓ The events must be covered in-person
- ✓ Events outside of NYC are eligible

### STEP 2: APPLY FOR A SINGLE EVENT PRESS CARD FOR THE SPECIFIC EVENT YOU WANT TO COVER



# Eligibility Criteria

## Single Event Press Cards (continued)

**STEP 2: APPLY FOR A SINGLE EVENT PRESS CARD FOR THE SPECIFIC EVENT YOU WANT TO COVER**

### Example of a submission timeline for a Single Event Press Card application:

Event Date	Event Announcement Date	Application Submission Deadline	Single Event Press Card Date of Issuance
February 4, 2022	January 20, 2022 (more than 2 weeks in advance)	January 25, 2022 (10 days before the event)	February 4, 2022
February 4, 2022	January 24, 2022 (less than 2 weeks in advance)	January 26, 2022 (2 business days after the event was announced)	February 4, 2022
February 4, 2022	February 3, 2022 (less than 2 days in advance)	As soon as practicable	As soon as practicable



# Press Cardholder Rights

## The Right to Due Process:

- A Member of the Press has the right to appeal an application denial or challenge a press card suspension or revocation with an independent court, OATH.
- Summary Seizure of City of New York Press Cards is now prohibited under the new rules.
- No agency, including the NYPD, may seize a valid Press Card until OATH determines that the press card suspension or revocation is proper.

## OATH hears three types of cases involving City of New York Press Cards:

- **Denial:** A case brought by a press card applicant who believes the PCO wrongly denied a press card application. OATH will issue a written decision either granting or denying an appeal. If OATH grants your appeal, the PCO must promptly provide you with a press card. If OATH denies your appeal, the PCO's decision stands.
- **Suspension:** A case brought by the PCO when it seeks to temporarily suspend a press card.
- **Revocation:** A case brought by the PCO when it seeks to revoke a press card for a longer period than a suspension.

**Free OATH Language Services:** Interpreters by phone or video call during the trial and document translation. For more details, please refer to the OATH guide. *Press Credentials – A Guide to Your Trial at the OATH Trials Division*



# Report Lost or Stolen Press Cards



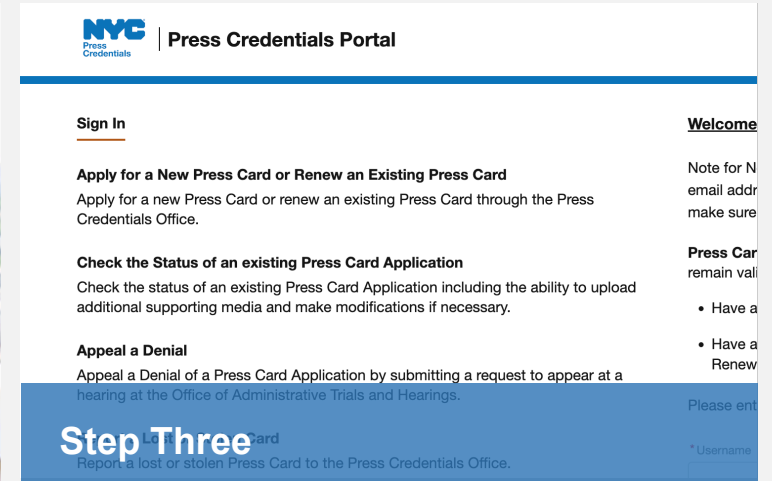
## Step One

Obtain an NYPD Report Verification of Crime/Lost Property Report



## Step Two

Notify your employer, if applicable



## Step Three

Submit a replacement application which will require you to enter the Lost Property Report number. Once verified, the PCO will re-issue a replacement press card.

# 2023 Renewal Process

**The PCO** will accept renewal applications for press cards expiring on Jan. 15, 2025, through our online system beginning July 5th, 2024, based on the first letter of your last name. Please refer to the schedule below:

Press Card Type	When to Apply
<b>Standard</b>	
A-C	July 5 – July 29
D-H	Aug 1 – Aug 26
I-L	Aug 29 – Sept 23
M-P	Sept 26 – Oct 21
Q-S	Oct 24 – Nov 18
T-Z	Nov 21 – Dec 15
<b>Reserve</b>	
All	July 5 - Dec 15







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**The City of New York  
Mayor's Office of Media and Entertainment  
Press Credentials Office (PCO)**

1 Centre Street South, Room 370

Monday through Friday, from 9:00 a.m. to 5:00 p.m., excluding City holidays.

[presscredential@media.nyc.gov](mailto:presscredential@media.nyc.gov)

(212) 602-7408