

Press Credentials Office Frequently Asked Questions

March 13, 2025

This version supersedes and replaces the FAQs from April 26, 2022, and September 18, 2024.

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I. Background

In 2021, City Council enacted Local Law 46 of 2021, which transferred the responsibility to issue press credentials from the New York City Police Department (NYPD) to the Mayor's Office of Media and Entertainment (MOME) and required the creation of MOME's Press Credentials Office. The Press Credentials Office opened in January 2022.

To implement Local Law 46, MOME issued rules effective January 19, 2022, that set forth application procedures for a press credential, criteria for denial of an application for a press credential, and criteria for suspension or revocation of a press credential.

Subsequently, MOME implemented changes to its rules effective March 13, 2025. These changes include: (a) having a minimum age requirement for eligibility to receive a Standard Press Card or a Reserve Press Card, (b) requiring consent from a parent or legal guardian for applicants under eighteen years old who are seeking to pre-register or receive a Single Event

Press Card, (c) requiring a parent, legal guardian, or another adult to accompany a Single Event Press Card holder who is under eighteen years old during the entirety of a Single Event, (d) allowing alternative methods for returning a Single Event Press Card, and (e) adding more criteria for denial of an application for a press credential.

See the latest version of the rule [here \[Link to be inserted\]](#)

MOME's Press Credentials Office is located at 1 Centre Street, Room 370 in Manhattan and open from Monday through Friday from 9:00 a.m. to 5:00 p.m., excluding holidays. The office does not accept walk-ins. Contact the Press Credentials Office at presscredential@media.nyc.gov to make an appointment.

II. General Information

1. What is a press credential?

A “press credential” means a Standard Press Card, a Reserve Press Card, or a Single Event Press Card.

- A **Standard Press Card** is issued to individual members of the press who cover, in person, emergency, spot, or breaking news events, or public events of a non-emergency nature where police or fire lines, or other restrictions, limitations, or barriers established by the City have been set up for security or crowd control purposes, or City-sponsored events that are open to members of the press. A Standard Press Card is valid for the two-year cycle in which the press card is approved for the applicant. All Standard Press Cards expire on January 15 of every odd year (i.e., 2027, 2029, 2031, etc.). For example, a Standard Press Card that is approved on January 2, 2026 will expire on January 15, 2027.
- A **Reserve Press Card** is issued to a newsgathering organization that employs or otherwise engages an individual(s) who is a member of the press to cover, in person, emergency, spot, or breaking news events, or public events of a non-emergency nature, where police, fire lines, or other restrictions, limitations, or barriers established by the City have been set up for security or crowd control purposes, or City-sponsored events that are open to members of the press. A Reserve Press Card is valid for the two-year cycle in which the press card is approved for the applicant. All Reserve Press Cards expire on January 15 of every odd year (i.e., 2027, 2029, 2031, etc.). For example, a Reserve Press Card that is approved on January 2, 2026 will expire on January 15, 2027.

- A **Single Event Press Card** is issued to individual members of the press who do not hold a Standard or Reserve Press Card for access to one event. A Single Event Press Card is generally valid for the duration of the single event or 24 hours, whichever is shorter.

2. Who is a “member of the press”?

An individual who gathers and reports the news, by publishing, broadcasting, or cablecasting articles, commentaries, books, photographs, video, film, or audio by electronic, print, or digital media, such as radio, television, newspapers, magazines, wires, books, and the Internet. A member of the press includes an employee of a newsgathering organization and a self-employed newsperson.

3. What is a “newsgathering organization”?

An organization or entity that gathers and reports the news by publishing, broadcasting, or cablecasting articles, commentaries, books, photographs, video, film, or audio by electronic, print, or digital media, such as radio, television, newspapers, magazines, wire, books, and the Internet.

4. What is a Press Card holder allowed to do with a Press Card?

Subject to space limitations, safety concerns, and evidence preservation concerns, a valid Press Card entitles the Press Card holder to:

- Cross police, fire lines, or other restrictions, limitations or barriers established by the City at emergency, spot, or breaking news events and non-emergency public events.
- Attend City-sponsored events that are open to members of the press.

5. Do I need a Press Card to work as a journalist in New York City?

No. A Press Card is not required to work as a journalist in New York City or to engage in newsgathering activity. A member of the press must have a valid Press Card to:

- Cross police, fire lines, or other restrictions, limitations or barriers established by the City at emergency, spot, or breaking news events and non-emergency public events.
- Attend City-sponsored events that are open to members of the press.

III. Applying for a Press Card

1. How do I apply for a Press Card?

Submit an application on the [Press Credentials Portal](#). For assistance, contact the Press Credentials Office at presscredential@media.nyc.gov.

2. Is there an application fee? No.

3. May I apply using a nickname or a pseudonym?

No. A City of New York Press Card is a government-issued card that must display your legal name. You must apply with the name that matches the name printed on your valid government-issued photo identification card (i.e., driver's license or State ID card). For example, you may NOT apply with the name "John Doe" if your driver's license lists your name as "Jonathan Doe"

4. How long is the application process?

The Press Credentials Office must grant or deny a complete application for a Standard Press Card or a Reserve Press Card no later than 30 days after the application was submitted. If the application is denied, the Press Credentials Office will notify you in writing.

If you applied for a Single Event Press Card, the Press Credentials Office will grant or deny the application no later than two (2) business days before the scheduled event if the application was submitted two (2) or more weeks before the scheduled event. If an application was submitted less than two (2) weeks before the scheduled event, the Press Credentials Office will grant or deny the application as soon as practicable. If the application is denied, the Press Credentials Office will notify you in writing.

5. I need foreign language assistance to complete my application. Where can I get help?

Please call the Press Credentials Office at (212) 489-6710 and we will provide a free interpreter to help.

6. I'm disabled and I need assistance with my application. Where can I get help?

Please contact MOME's disability services facilitator at ibarrettpeterson@media.nyc.gov or (212) 602-7418.

IV. Application Requirements for Standard and Reserve Press Cards

1. Are there age limits to apply for a Standard Press Card or to use a Reserve Press Card?

Yes. An applicant for a Standard Press Card must be at least 18 years old. A Reserve Press Card can only be used by an individual who is at least 18 years old.

2. What are the application requirements for a Standard Press Card?

To be eligible to receive a Standard Press Card, a member of the press must submit six (6) or more articles, commentaries, books, photographs, videos, films, or audios published, broadcast, or cablecast within the 24 months immediately preceding the Standard Press Card application, sufficient to show that the applicant covered, in person, 6 or more eligible media submissions occurring on separate days.

3. What are the application requirements for a Reserve Press Card?

To be eligible to receive a Reserve Press Card, a newsgathering organization must submit six (6) or more articles, commentaries, books, photographs, videos, films, or audios published, broadcast, or cablecast within the 24 months immediately preceding the Reserve Press Card application, sufficient to show that the newsgathering organization employed or engaged a member of the press to cover, in person, six (6) or more eligible media submissions occurring on separate days.

4. What are eligible media submissions for Standard and Reserve Press Card applications?

For Standard and Reserve Press Card applications, a media submission should cover an event that occurred in a public place in one of the five boroughs of New York City that falls into one of the following categories:

- A. Emergency, spot, or breaking news events where police barriers, fire lines, or other restrictions, limitations, or barriers established by the City have been set up for security or crowd control purposes. Examples include:
 - Crime scenes
 - Fires
 - Plane or train crash

- B. Public events of a non-emergency nature where police barriers, fire lines, or other restrictions, limitations, or barriers established by the City have been set up for security or crowd control purposes. Examples include:
 - Parades
 - Demonstrations
 - Protests
 - Public vigils/funerals
 - Major court cases held in a court located in NYC

- C. Events sponsored by the City that are open to members of the press. Examples include:
 - Mayor's in-person media availability

- New York City Council hearings
- Community board meetings

5. What are examples of media submissions that are ineligible to submit with a Standard or Reserve press card application?

Examples of ineligible media submissions include coverage of:

- Private events (Knicks game, the Met Gala, New York Comic-Con, etc.)
- Events that occurred outside of the five boroughs of New York City
- Pre-arranged one-on-one interviews with elected officials (including the Mayor)
- Appearances by elected officials (including the Mayor) that are not sponsored by a New York City agency (the Mayor speaking at a private function or a private fundraiser, etc.).

V. Application Requirements for Single Event Press Cards

1. What are the application requirements for a Single Event Press Card?

To be eligible to receive a Single Event Press Card, a member of the press must do both of the following:

- Complete the pre-registration process, and
- Timely submit a completed application for a Single Event Press Card for the specific event.

Note: You must apply separately for pre-registration and your pre-registration paperwork must be approved before you can submit an application for a Single Event Press Card for the specific event.

2. Are there age requirements to apply for a Single Event Press Card?

No. However, applicants who are under 18 years old must have written permission from a parent or legal guardian submitted with each pre-registration application, each Single Event Press Card application, and each Single Event Pre-Registration renewal application. A parent, legal guardian, or another adult may be required to accompany a Single Event Press Card holder who is under eighteen years old during the entirety of a Single Event.

3. How do I pre-register for a Single Event Press Card?

You must submit a pre-registration application form and six (6) or more articles, commentaries, books, photographs, videos, films, or audios published, broadcast, or cablecast within the 24 months immediately preceding the Single Event Press Card

pre-registration application, sufficient to show that you covered, in person, six (6) or more events occurring on separate days.

4. How do I submit a “timely” and completed application for a Single Event Press Card?

To be considered “timely,” a Single Event Press Card application must be submitted by the following deadlines:

- a. At least 10 days before the date of the Single Event if the Single Event was announced to the public two (2) or more weeks in advance.
- b. Within 2 business days after the Single Event was announced to the public if the Single Event was scheduled less than two (2) weeks in advance.
- c. As soon as practicable, if notice of the Single Event was provided in less than two (2) days or in exigent circumstances.

5. Can I renew a Single Event Press Card?

No, a Single Event Press Card may not be renewed. However, you may renew a Single Event Pre-Registration.

VI. Receiving Your Press Card

Standard Press Cards, Reserve Press Cards, and Single Event Press Cards must be picked up, in person and **only by appointment**, at the Press Credentials Office. The office is located at 1 Centre Street, Room 370 in Manhattan. An authorized representative of a newsgathering organization must pick up the Reserve Press Card.

VII. Using Your Press Card

1. Do I have to wear my Press Card at all times?

Yes. You must wear your Press Card fully exposed at all times when you are seeking access to events and after you have been granted access.

2. If I have a Press Card, do I also have to provide other identification to get access to events?

Yes. Press Card holders may be required to provide identification when seeking access to an event and at any time after being granted access to the event.

3. Do Single Event Press Card holders who are under 16 years old need an adult to accompany them to an event?

Yes. A parent, legal guardian, or person who is at least 18 years old must accompany a Single Event Press Card holder who is 16 years old or younger. MOME may waive this requirement depending on the nature of the event and safety concerns.

4. Do Single Event Press Card holders who are 16 years old until 18 years old need an adult to accompany them to an event?

No. However, MOME may require a parent, legal guardian or person who is at least 18 years old to accompany a Single Event Press Card holder who is 16 years old until 18 years old to an event depending on the nature of the event and safety concerns.

5. Can I leave my Press Card on the dashboard of my vehicle?

No. You must wear your Press Card fully exposed at all times.

6. Can I use my Press Card as a parking permit?

No. Your Press Card is not a parking permit and does not entitle you to parking privileges.

7. Can NYPD deny my entry to an event or area that requires a Press Card or expel me from an event or area that requires a Press Card?

Yes. An officer or a member of the Office of the Deputy Commissioner, Public Information of the NYPD may deny entry or expel a Press Card holder from an event or area due to space limitations, safety concerns, or evidence preservation concerns.

8. Can a City agency deny my entry to a City-sponsored event that requires a Press Card or expel me from an event or area that requires a Press Card?

Yes. An authorized person from a City agency may deny entry or expel a Press Card holder from a City-sponsored event due to space limitations, safety concerns, or evidence preservation concerns.

9. Can MOME, NYPD, or any other City agency or office seize my Press Card while I'm at an event?

No agency, including NYPD, may seize a duly issued and valid Press Card before a hearing at OATH and not until OATH determines that a suspension or revocation of your Press Card is proper.

VIII. Returning Your Press Card and Lost/Stolen Cards

1. Can I keep my Standard Press Card after it expires?

No. You must return the Standard Press Card, in person, to the Press Credentials Office by its expiration date, when you pick up a new Standard Press Card, or when you are no longer a member of the press, whichever is sooner.

2. Can I keep a Reserve Press Card issued by my employer after my assignment is completed?

No. An individual who has been authorized to receive a Reserve Press Card must return the Reserve Press Card to the newsgathering organization when the specific assignment intended for the Press Card has been completed.

3. Can a newsgathering organization keep its Reserve Press Cards after the expiration date?

No. A newsgathering organization must return all Reserve Press Cards, in person, to the Press Credentials Office by their expiration date or when picking up new Reserve Press Cards, whichever is sooner.

4. How do I return a Single Event Press Card back to MOME?

Within three (3) business days of the expiration of a Single Event Press Card, the card holder must either return the card by to MOME by returning it in-person to MOME's office, by mail, courier, or delivery service.

5. What if my Press Card is lost or stolen?

You must take the following steps before scheduling an appointment for a replacement Press Card.

- a. Report the lost or stolen Press Card at **any** NYPD precinct. You will receive a Lost Property Report Number.
- b. Open an application for a replacement Press Card on the [Press Credentials Portal](#) by clicking the Lost/Stolen button on the home page. You will be prompted to enter the Lost Property Report Number.
- c. Submit the replacement Press Card application.
- d. The PCO will notify you via email with a link to book an appointment when your replacement Press Card has been approved for pick-up.

If you work for a newsgathering organization, please report the lost or stolen Press Card to your employer.

IX. Denials, Suspensions, and Revocations

The Press Credentials Office may deny your application for a Standard Press Card, a Reserve Press Card, or a Single Event Press Card. The Press Credentials Office may also seek to suspend or revoke a Press Card that has been issued to you. **You have the right to appeal a denial or challenge a suspension or revocation by appearing at a hearing at the Office of Administrative Trials and Hearings (OATH).**

- [Read Rule section 16-06, which provides the criteria that the Press Credentials Office must consider when denying an application or seeking to suspend or revoke a Press Card.](#)
- [Read “Press Credentials – A Guide to Your Trial at the OATH Trials Division.”](#)

1. The Press Credentials Office denied my application for a Press Card. How do I appeal the denial?

You may reapply to MOME without appealing a denied application at OATH. There is no limit to the number of times you may resubmit an application to MOME for review. Should you choose to move forward with an appeal at OATH, you may submit a request for a hearing at OATH on the [Press Credentials Portal](#) by clicking the ‘Appeal’ button next to the denied application. For further assistance, please contact the Press Credentials Office at presscredential@media.nyc.gov.

2. Who can suspend or revoke my Press Card?

MOME is the only City agency authorized to seek suspension or revocation of a Press Card. MOME's Press Credentials Office cannot suspend or revoke your Press Card before initiating a hearing at OATH and not until OATH determines that the suspension or revocation is proper.

3. If my Press Card is suspended, how long would the suspension period be?

Generally, a Press Card may be suspended for up to six (6) months. A Press Card may be suspended for longer if the suspension resulted from a lawful arrest or indictment based on the Press Card holder's commission of a misdemeanor or felony.

4. Can I use a different Press Card or apply for a new Press Card, while my Press Card is suspended?

No. If your Standard Press Card or Single Event Press Card is suspended, you cannot obtain or use any Press Card during the suspension period.

5. If my Press Card expires during the suspension period, can I apply for a new Press Card?

No. A Press Card holder cannot apply for a new Press Card until the suspension period is complete.

6. What happens if my Press Card is revoked?

If a Press Card is revoked, a Press Card holder cannot apply for a new Press Card until one (1) year after the date of the written decision to revoke the Press Card. The Press Card holder also cannot obtain or use any Press Card during the one-year revocation period.

X. Miscellaneous

1. Can I schedule an interview with the Mayor through the Press Credentials Office?

No. The Press Credentials Office does not schedule interviews with the Mayor or handle Mayoral event calendars.

2. Does the Press Credentials Office issue parking permits? No

3. What's the difference between the Press Credentials Office and the Office of the Deputy Commissioner, Public Information (DCPI) of the NYPD?

The Press Credentials Office at MOME is responsible for issuing press credentials. The Press Credentials Office does not manage on-the-ground operations at events for which a Press Card is required. DCPI is responsible for facilitating citywide news coverage for of the press. You can read more about DCPI's work on the [NYPD website](#).

4. I have a question that's not answered in this FAQ. Who do I contact?

You can contact the Press Credentials Office at presscredential@media.nyc.gov or call (212) 602-7408.