

## Press Credentials Office Frequently Asked Questions

(last updated April 26, 2022)

- I. **Background**
- II. **General Information**
- III. **Types of Press Cards**
- IV. **Submitting Applications**
- V. **Denials, Suspensions, and Revocations**

### 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 on January 20, 2022.

To implement Local Law 46, MOME issued rules that provide application procedures for press credentials, criteria for denial of an application for a press credential, and criteria for suspension or revocation of a press credential. MOME's rules are also effective on January 20, 2022.

View [the final rules](#), [comments received by MOME](#), [and listen to a recording of the public hearing](#).

### II. **General Information**

#### **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 are independents as well as freelancers and full-time employees of a newsgathering organization and is valid for two years.



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MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

- A **Reserve Press Card** is issued to a newsgathering organization for use by an employee who does not already hold a Standard Press Card and is valid for two years.
- 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.

**What am I 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.

A Single Event Press Card entitles the Press Card holder to cover a Single Event.

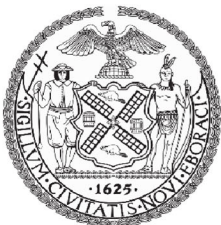
**Do I need a Press Card to work as a journalist in New York City?**

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.

**Do I have to provide other identification to get access to events?**

Yes, if you are a Reserve Press Card authorized user. Upon demand, a Reserve Press Card authorized user must provide identification to the NYPD or the City agency or office sponsoring the event. You may be required to provide this identification when you are seeking access to an event and at any time after you have been granted access.



THE CITY OF NEW YORK  
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

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

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

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

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

**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.

**I have a Press Card from the NYPD that expires on January 15, 2023. Is it still valid?**

Yes, NYPD-issued Press Cards will remain valid until January 15, 2023. If your NYPD-issued Press Card is expired, you may submit an application for a new or renewal Press Card at the PCO's [Press Credentials Portal](#).

**Will the NYPD honor Press Cards issued by the Press Credentials Office?**

Yes.

**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, a supervising 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.

**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.



THE CITY OF NEW YORK  
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

**What should I do if I lose my Press Card or my Press Card is stolen?**

You must report the loss or theft to:

- **NYPD.** Make your report at an NYPD precinct and the NYPD will provide you with a Verification of Crime/Lost Property Report.
- **The Press Credentials Office.** Submit a lost or stolen report at [the Press Credentials Portal](#). You must also bring the Verification of Crime/Lost Property Report to the Press Credentials Office to receive a replacement. For assistance, contact the Press Credentials Office at [presscredential@media.nyc.gov](mailto:presscredential@media.nyc.gov).
- **Your employer**, if you are employed.

**Where is the new Press Credentials Office located?**

The office is located at 1 Centre Street, Room 370 in Manhattan. The office does not accept walk-ins.

**What are the office hours of the Press Credentials Office?**

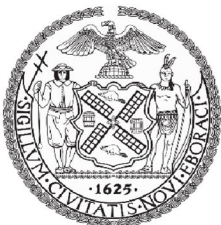
We are open Monday through Friday, from 9:00 a.m. to 5:00 p.m., excluding City holidays. The office does not accept walk-ins. Please contact the Press Credentials Office at [presscredential@media.nyc.gov](mailto:presscredential@media.nyc.gov) to make an appointment.

**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. The Press Credentials Office also does not issue parking permits. For more information about other New York City services, visit [New York City's official website](#).

**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.



THE CITY OF NEW YORK  
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

DCPI is responsible for facilitating citywide news coverage for members of the press. You can read more about DCPI's work on the [NYPD website](#).

**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](mailto:presscredential@media.nyc.gov) or (212) 602-7408.

**I'm disabled and I need assistance relating to a Press Card application. Where can I get help?**

Please contact MOME's disability services facilitator at [lbarrett-peterson@media.nyc.gov](mailto:lbarrett-peterson@media.nyc.gov) or (212) 602-7418.

**I need help in a foreign language. Where can I get help?**

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



### III. Types of Press Cards

#### A. Standard Press Card (for Individuals)

**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 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



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MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

show that the applicant covered, in person, 6 or more of the following events occurring on separate days:

- 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 New York City have been set up for security or crowd control purposes.
- Events sponsored by New York City that are open to members of the press.

**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.

**How long is a Standard Press Card valid?**

A Standard Press Card is valid until its expiration date. All Standard Press Cards expire on January 15 of every odd year.

**Can I keep my Standard Press Card?**

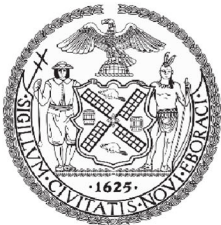
No. You must return the Standard Press Card, in person, to the Press Credentials Office by its expiration date, when you pick up a new Standard Press Card, or when you are no longer a member of the press, whichever is sooner.

**B. Reserve Press Card (for Newsgathering Organizations)**

**What are the application requirements for a Reserve Press Card?**

To be eligible to receive a Reserve Press Card, a newsgathering organization must submit 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





THE CITY OF NEW YORK  
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

employed or engaged a member of the press to cover, in person, 6 or more of the following events occurring on separate days:

- 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 New York City have been set up for security or crowd control purposes.
- Events sponsored by New York City that are open to members of the press.

**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.

**Who is eligible to receive a Reserve Press Card?**

A newsgathering organization may give a Reserve Press Card to a member of the press it employs or engages if the individual meets all of the following criteria:

- The individual does not already have a Standard Press Card.
- The individual is not currently subject to a period of suspension or revocation of a Standard Press Card or Single Event Press Card.
- The individual did not engage in conduct described in Rule sections 16-06(b)(iii) and 16-06(c)(iii), within the last 6 months.
- The newsgathering organization has assigned the individual to complete a specific assignment that requires the individual to cover, in person:
  - an emergency, spot, or breaking news event, or public event of a non-emergency nature where police or fire lines, or other restrictions, limitations, or barriers established by New York City have been set up for security or crowd control purposes; or
  - an event sponsored by New York City that is open to members of the press.



THE CITY OF NEW YORK  
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

**How long can an individual keep a Reserve Press Card?**

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.

**How long is a Reserve Press Card valid?**

A Reserve Press Card is valid until its expiration date. All Reserve Press Cards expire on January 15 of every odd year.

**Can a newsgathering organization keep its Reserve Press Cards?**

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.

**C. Single Event Press Card (for Individuals)**

**What is a Single Event?**

A Single Event means a discrete activity that is an emergency, spot, or breaking news event, a public event of a non-emergency nature, or an event sponsored by New York City that is open to members of the press.

**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:

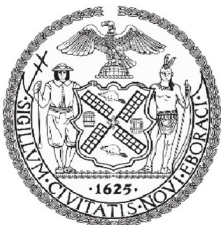
- Complete a pre-registration process.
- Timely submit a completed application for a Single Event Press Card.

**Note: You must apply separately for Pre-Registration and your Pre-Registration must be approved before you can submit an application for a Single Event Press Card.**

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

You must submit a pre-registration application form and 6 or more articles, commentaries, books, photographs, videos, films, or audios **published, broadcast, or cablecast** within the 24 months immediately preceding the





THE CITY OF NEW YORK  
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

Single Event Press Card pre-registration application, sufficient to show that you covered, in person, 6 or more events occurring on separate days.

**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:

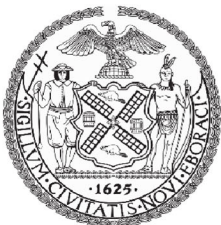
- At least 10 days before the date of the Single Event if the Single Event was announced to the public 2 or more weeks in advance.
- Within 2 business days after the Single Event was announced to the public if the Single Event was scheduled less than 2 weeks in advance.
- As soon as practicable, if notice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

Example of a submission timeline:

<b>Date of Event</b>	<b>Date of Event Announcement</b>	<b>Application Submission Deadline</b>
February 4, 2022	January 20, 2022 (more than 2 weeks in advance)	January 25, 2022 (10 days before the event)
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 3, 2022 (less than 2 days in advance)	As soon as practicable

**How long is a Single Event Press Card valid?**

A Single Event Press Card will be valid for the duration of the Single Event or 24 hours, whichever is shorter. The Press Credentials Office may issue a Single Event Press Card that is valid for longer than 24 hours if the Single Event is longer than 24 hours.



THE CITY OF NEW YORK  
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

**Can I renew a Single Event Press Card?**

Yes, if you can demonstrate that the Single Event is continuing beyond the expiration date of the Single Event Press Card.

**Can I keep my Single Event Press Card?**

No. You must return the Single Event Press Card, in person, to the Press Credentials Office within 3 business days of its expiration date.

**IV. Submitting Applications**

**How do I apply for a Press Card?**

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

**Is there an application fee?**

No.

**How long is the application process?**

The Press Credentials Office must grant or deny an 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 2 business days before the scheduled event, if the application was submitted 2 or more weeks before the scheduled event. If an application was submitted less than 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.

**How do I get my Press Card?**

Press Cards must be picked up, in person, at the Press Credentials Office. The office is located at 1 Centre Street, Room 370 in Manhattan.



THE CITY OF NEW YORK  
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

## V. 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, also known as a trial, 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.”](#)

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

Submit a request for a hearing at OATH at [the Press Credentials Portal](#). For assistance, contact the Press Credentials Office at [presscredential@media.nyc.gov](mailto:presscredential@media.nyc.gov).

### **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.

### **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 a hearing at OATH and not until OATH determines that the suspension or revocation is proper.



THE CITY OF NEW YORK  
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

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

Generally, a Press Card may be suspended for up to 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.

**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.

**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. This requirement applies to Standard Press Card holders, Reserve Press Card holders, and Single Event Press Card holders.

**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 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 1-year revocation period. This requirement applies to Standard Press Card holders, Reserve Press Card holders, and Single Event Press Card holders.