

2014 PRESS CREDENTIAL RENEWAL INSTRUCTIONS FOR THE 113TH CONGRESS, 2ND SESSION

It is time to renew press credentials.

INSTRUCTIONS

CURRENT GALLERY MEMBERS:

1. Alphabetical list of reporters. Provide an **alphabetical list** of current reporters for your organization. List should be printed on company letterhead. You can email a copy to [Samantha Yeider@saa.senate.gov](mailto:Samantha_Yeider@saa.senate.gov).
2. Membership dues. Dues are \$10 per person. Please include **one check** per organization. Checks and money orders only. Make payable to: SCC or Standing Committee of Correspondents.
3. If you coordinate credentials for more than one publication – please create a separate alphabetical list for each publication. Name of publication should be same as it appears on credentials. You can provide one check.

NEW APPLICANTS:

Each new applicant should fill out and submit this form http://www.dailypress.senate.gov/?page_id=143, which needs to be signed by an editor or bureau chief. A check for the \$10 application fee should be dropped off at the same time.

SUBMISSION: Please **hand deliver** (in addition to your email) your alphabetized list and payment to S-316, US Capitol, Washington DC 20510 ATTN: Samantha Yeider. Please do not mail (this can take several weeks). Courier service to the Capitol is not permitted.

DEADLINE: Friday, February 21st, 2014. New press passes will be available on April 1st, 2014.

QUESTIONS: Please direct any questions to either Laura Lytle or Samantha Yeider.
Laura_lytle@saa.senate.gov
Samantha_yeider@saa.senate.gov

NOTE: We will be updating our credentialing services in the coming year to take the process online. We will keep you abreast of these changes when they occur.

Thank you very much!

Laura E. Lytle
Director
Senate Press Gallery