

Media Registration Guidelines 2023-2026

The following guidelines apply to the registration of members of the media. Pursuant to Senate Rule 3.901, members of the media shall register with the Secretary of the Senate and may have their registration reviewed at any time. The Secretary of the Senate shall establish a written policy to allow for the registration of members of the media which is subject to approval by the Senate Majority Leader. The Secretary of the Senate may also revoke the registration of any member of the media for cause. Media registration topics that fall outside of this guideline will be administered at the discretion of the Secretary of the Senate.

Media Registration Form Requirement:

Media must complete the Media Registration Form which is available online at senate.michigan.gov. Hardcopies of the form are also available in the Secretary of the Senate’s office, S-5 of the Capitol Building, and at the Townsend Lobby desk of the Binsfeld Office Building.

There are three types of Media Credentials:

CREDENTIAL TYPE	DESCRIPTION	COST
Senate Term Up to 4 years	Application must be submitted 2 business days in advance of first day in which one intends to be present for session. This credential type will follow the Senate term (4 years). Mid-term applications will require a renewal at the beginning of the subsequent Senate term. Sergeant-at-Arms (Senate Police) will review this credential application upon submission and minimally, bi-annually.	No Cost
1-Day	Application must be submitted by 10am at least one business day in advance of the day one intends to be present for session. A person can request multiple throughout the year.	No Cost
Limited	Application must be submitted by 9am on the session day for same day access, access is not guaranteed but an attempt to accommodate will be made.	No Cost

There are two Submission Process options:

ELECTRONIC	IN-PERSON
<ol style="list-style-type: none"> Email the Media Registration form to sensecretary@senate.michigan.gov. Registration request will be vetted by Senate Police and a recommendation will be made to the Secretary of the Senate. Secretary of the Senate will make a final determination and contact the registrant regarding their status. If approved, the Secretary of the Senate will instruct the registrant to bring proper identification (State ID and media employee ID) to Senate Police for final verification. Registrant will visit Senate Police in the Townsend Lobby of the Binsfeld Office Building during business hours, Monday-Friday 9:30am-4:30pm, to have the photo media credential created. 	<ol style="list-style-type: none"> Media Registration form may be submitted to the Secretary of the Senate’s office, S-5 of the Capitol Building, or to Senate Police in the Townsend Lobby of the Binsfeld Office Building. Proper identification (State ID and media employee ID) may be reviewed by Senate Police at that time. Registration request will be vetted by Senate Police and a recommendation will be made to the Secretary of the Senate. Secretary of the Senate will make a final determination and contact the registrant regarding their status. If approved, the Secretary of the Senate will instruct the registrant regarding next steps. Registrant will visit Senate Police in the Townsend Lobby of the Binsfeld Office Building during business hours, Monday-Friday 9:30am-4:30pm, to have the photo media credential created.

High School and College Students:

1. High School Journalism Students will be treated as one of the participants of the group they are attending with. If it is a large group, student access may have to be limited to 1 photographer and 1 videographer.
2. College Students must go through the same process as “regular” media. Those who do not wish to complete a form are always welcome to observe and report from the gallery.

Proper use of Media Credential:

1. Media must check in with Senate Police in the Senate Chamber Lobby prior to accessing the Chamber floor.
2. Media must display their Michigan Senate ID both in the Senate Chambers of the Capitol Building and in the Binsfeld Office Building.
3. Media intern registration will be handled in the same manner as permanent media employees and must provide the same information as stated above.
4. No registration is needed for media outside the Senate Chambers

Senate Contact Information:**Secretary of the Senate**

Capitol Building, S-5

Phone: 517-373-2400

Email: sensecretary@senate.michigan.gov

Michigan Senate Police Department

Binsfeld Office Building, Townsend Lobby

Phone: 517-373-5682

Email: gsetla@senate.michigan.gov