RULES FOR PRESS ACCREDITATION
TO THE EUROPEAN PARLIAMENT

1. **General Provisions**

Press accreditation to the European Parliament is granted to journalists, film crews and photographers according to the rules set out below.

Accreditation is granted on the recommendation of a press accreditation committee which includes representatives of the European Parliament Press Service and (in exceptional cases) of the International Press Association (IPA) and the European Parliamentary Journalists' Association (EPJA).

Press accreditation may not be used as proof of professional qualifications.

2. **Interinstitutional Accreditation**

Press accreditation to the European Parliament should be distinguished from inter-institutional accreditation, valid for working in the European Parliament, the Council and the Commission. European Parliament accreditation allows journalists\(^1\) to work only in the EP premises in Brussels and Strasbourg.

3. **Permanent Accreditation**

a) Media organisation must fulfil the following criteria:

- Have (or belong to a group with) a statute showing that one of their main objectives is to provide information on the activities of the European Parliament. Where necessary, this can be proved by accounting data showing the organisation's respective sources of income;

- Be editorially independent and a commercial organisation with no distribution restrictions;

- Be open about how and by whom it is financed;

- Prove that any online material they publish is updated at least once a week and includes EU news.

b) Journalists applying for a long-term accreditation to the European Parliament should fill in the attached application form and submit it together with the following documents:

\(^1\) the term "journalist" covers written press journalists, film crews and press photographers
A recent letter (original, not copy) from the editor-in-chief or director of the media organisation you work for, stating:

**Regarding the media:**

a. That it is a commercial organisation;
b. That it is not subject to any distribution restrictions.
c. Its frequency of publication. Generally, daily and weekly publications are accepted. Monthly and bi-monthly publications are also accepted, where warranted. Indeed, the frequency of publication is not an indication of a publication's editorial profile or its independence, and respect for freedom of the press means avoiding discrimination in any form.

**Remarks:**

*Since editorial profile and independence will be clear from the content of the publication, the accreditation committee will reject applications from non-journalists, lobbyists, etc. You may also have to supply a copy of the company's articles of association. Public and semi-public audiovisual media will not be required to prove their commercial nature.*

**Regarding the journalist:**

a. Journalism is your main source of income or

b. If you are a freelance journalist, that you will mainly cover European Parliament affairs and will therefore need frequent access to the press facilities of the European Parliament.

You must provide proof of your status:

**Staff journalists:**

- A written certificate from your editor-in-chief or director
- Additional proof such as a reference to your profession in an official document, or a press card issued in the country where you are based.

**Freelance journalists:**

- Proof of publication (articles and contributions);
- Proof of payment for regular and sustained journalistic work (that clearly shows this is not merely a cover for other activities);
- Additional proof such as a reference to your profession in an official document, or a press card issued in the country where you are based.
Remarks:

For requests for accreditation for the technical press, a professional journalist's card is not essential.

Unless otherwise stated in the text, the above documentary evidence may be in the form of photocopies of the original documents.

B. If you are an EU national, your identity card or passport from a Member State of the European Union.

If you are not an EU national, your passport from your country of origin.

C. 1 passport photo

D. Proof that your main or secondary residence is in or near one of the three places of work of the European Parliament (Brussels, Strasbourg of Luxembourg). Please submit a copy of your identity card or equivalent, or the copy of a certificate of registration in the commune where you live, or the rental contract for accommodation).

4 Duration and procedure for granting accreditation

Accreditation is valid for one year and is renewable. The press accreditation committee meets regularly to assess requests on the basis of the documents submitted. It verifies their authenticity and you may be asked to provide additional documents. The information supplied will be made available to the Accreditation Unit of the European Parliament. The press accreditation committee reserves the right to request the European Parliament's Directorate for Security and Risk Evaluation for its assistance in considering whether to grant press accreditation.

The information provided will be retained by the Press service for one year after expiry of the accreditation.

5 Procedure for withdrawal of accreditation

The European Parliament reserves the right to withdraw the access card of any journalist or technician whose behaviour interferes with the smooth running of press and information meetings or other activities of the European Parliament.

The withdrawal of European Parliament accreditation shall be considered by a Quaestor, the European Parliament's Media Director or their representative, and a member of the journalist's representative association. Accreditation may be withdrawn for a period of up to three months, and up to two years in case of a second or subsequent breach. The decision will be taken only after having given the individuals concerned the opportunity to present their case.

In the case of journalists in possession of interinstitutional press accreditation, the withdrawal of such accreditation will follow the procedure laid down in the prevailing rules for
interinstitutional accreditation agreed by the Parliament, the Council, the Commission and the International Press Association.

6. **Temporary Accreditation**

Journalists may be granted short-term accreditation to the European Parliament by presenting themselves at the appropriate Press Reception Desk. Journalists will be requested to present a valid press card issued in their country of residence prior to obtaining their accreditation.

Pre-registration for short-term accreditation is possible by contacting the Press Service giving 24 hours’ notice if possible (e-mail: presse-conf@europarl.europa.eu) and providing details on:

- A copy of your identity card,
- A copy of your national professional journalist's card or,
- If you are from a country where this type of card does not exist, an equivalent document issued by the editor-in-chief or director of the media organisation you represent (head office) or by the professional journalists’ organisation in your country of origin.

Short-term accreditation is also possible for trainee journalists accompanied by an accredited journalist. In addition to that, a letter from the Editor-in-Chief or the journalist who is responsible for the trainee is required, describing the stagiaire's work programme during their traineeship. They will also need to inform the Press Service about the reason for their visit or the event they will be covering in Parliament.

7. **Data Protection**

Regulation EC n°45/2001 applies to the processing of personal data carried out by the Press Unit. Personal data are processed for the sole purpose of granting accreditation. In the event of special categories of data being processed, appropriate safeguards are set up by the Unit to prevent any breaches or misuses. Personal data can be transferred to the Accreditation Unit and if need be to the Risk Assessment Unit. These Units are informed that they cannot use the data for any other purposes than the one for which they have been transmitted.

In the case of transfer of personal data to a third party established in a country that does not provide an adequate level of protection, the consent of the data subject will be required.

8. **Contacts**

For written media:          For audiovisual media:

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