



October 2014

To New Jersey Police Press Credential Applicants:

The New Jersey Police Press Credential program is administered by the New Jersey Press Association on behalf of the New Jersey State Police and the New Jersey Association of Police Chiefs.

The program's purpose is to aid police officers and other emergency personnel in identifying news reporters and photographers who have a legitimate need to gain access to police and fire scenes in connection with their professional duties.

Eligibility for credentials is limited to news organization employees having regular contact with New Jersey State Police, local police, fire and EMS personnel.

These press credentials are not required nor are intended for uses related to covering municipal, county or state government meetings. Nor are they for access to events, e.g. sports and entertainment. In such cases, an identification card issued by the employing news organization may be presented.

The 2015 application is attached. Please refer to the additional qualifying rules to help determine who is eligible.

It is imperative that the application be limited to those who cover breaking on-scene crime and fire news events. Prior receipt of a credential is not a factor in the evaluation of an application.

George White, Executive Director
New Jersey Press Association

Joseph R. Fuentes, Superintendent
New Jersey State Police

2015 New Jersey Police Press Credentials

CRITERIA and PROCEDURES

1. Applicants must be employed by news organizations that gather and disseminate news of general interest on a regular schedule throughout the year.
2. Press credentials are:
 - a. NOT required to cover municipal, county or state government meetings or events
 - b. NOT to be used for professional, college or high school sporting events
 - c. NOT to be used to gain access to entertainment events
3. Applicants must be full-time news reporters or press photographers or freelance/independent contractors.
4. Applications for freelancers and independent contractors require:
 - a. Signature of the publisher or senior news editor of the sponsoring news organization
 - b. Copies of three (3) stories/photos published by the sponsoring news organization on whose behalf the application is submitted
5. First-time organizations applying for credentials must provide:
 - a. If printed, three (3) consecutive issues of the publication
 - b. If non-print, a letter on company letterhead confirming the nature of the organization's news coverage, date established, and other information to help verify the legitimacy of the organization
6. Applications may be submitted and credentials issued each year through September 30. Thereafter, as soon as the coming year's application forms are available, credentials will be issued that are good through the end of that calendar year.

New Jersey Press Association
810 Bear Tavern Road, Suite 307
West Trenton, NJ 08628
(609) 406-0600 ext. 14 • Fax: (609) 406-0300

2015 New Jersey Police Press Credentials

APPLICATION INSTRUCTIONS

- Cost for 2015 police press credentials:

Visor card or ID card	\$8.00 each
ID and visor card set	\$13.00 per set

- Please make a copy of your application form for future use.
- **List your employees in alphabetical order by last name and include their job titles.** Incomplete applications and those submitted incorrectly will be returned.
- Passport type **headshot photos are required for first time applicants.** If submitted previously, photos are not required.

Submit the headshot as a JPEG file attached to an e-mail or on CD. The file name **MUST** be the full name of the person. (Example: mary_smith.jpeg) The photo may be color (preferred) or grayscale.

Email photo to presscredentials@njpa.org.

- Send completed application with payment to:

**New Jersey Press Association
810 Bear Tavern Road, Suite 307
West Trenton, NJ 08628**

Application processing begins October 1 on a first-come, first-served basis. During the peak processing period (December to March), please expect four weeks for processing.

If you have questions, contact Peggy Stephan Arbitell at NJPA
609-406-0600, ext. 14 • pastephan@njpa.org

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APPLICATION for 2015 New Jersey Police Press Credentials

☐ Check here if the publication/organization is a first-time applicant

☐ Check here if applying as a freelancer

I, _____, certify that the employees below are eligible under the qualifying rules for New Jersey press credentials. See rules on Page 2 of this application.

Signature of publisher, editor or manager _____

Title _____ Email address _____

Name <i>(Type or print names in alphabetical order by last name)</i>	Job Title	Visor Card	ID Card	Neck Chain for ID
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cost: # _____ Visor cards @ \$8 each = \$ _____
_____ ID cards @ \$8 each = \$ _____
_____ ID card & visor sets @ \$13 each = \$ _____
Total = \$ _____

Mail credentials to:

Name _____ Email *(required)* _____

News organization _____

Web Address: _____

Mailing address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

☐ Credit card *(check one)* ☐ AMEX ☐ VISA ☐ MasterCard

Card # _____ CVV Code _____ Exp. _____

Name on card _____

Billing address _____

City _____ State _____ Zip _____

☐ Check, payable to NJPA

Mail this form with your check to: **New Jersey Press Association**
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West Trenton, NJ 08628
609-406-0600, ext. 14 • 609-406-0300 fax

Reminder: Email headshots in JPEG format (first-time applicants only) to presscredentials@njpa.org