

Capitol Press Badge FAQs

How long does the Capitol Press Badge application background check take?

Background checks may take one to four weeks to process. If you are not a U.S. citizen the background check process will take longer to complete and additional documentation will be required. Please contact CapitolPoliceIDOffice@fdle.state.fl.us for further instructions if you are not a U.S. citizen.

What forms do I need to complete?

If you are a U.S. citizen, you must complete two forms: The Press/Vendor Card Application form and the Authority for Release of Information Non-sworn / Contractor Applicant (Background Investigation Waiver) form. You may request a copy of these forms by emailing CapitolPoliceIDOffice@fdle.state.fl.us.

How do I complete the Press/Vendor Card Application form, and where does my supervisor sign?

Reporters complete the entire form (except the bottom portion marked Capitol Police – Interoffice Only) and sign on the Applicant’s Signature line. Your supervisor must sign in two places on the form: The Supervisor line and the Authorization line.

Do the forms need to be notarized?

The Authority for Release of Information Non-sworn / Contractor Applicant (Background Investigation Waiver) form must be notarized. FDLE’s Headquarters and our Regional Operations Centers have notaries. Please call ahead to schedule a visit. There are also notaries at the Capitol. Most banks and UPS stores also have notaries.

Is there any other documentation I need to provide when I submit my Capitol Press Badge press application and the notarized background investigation waiver forms?

Yes. You must also provide a copy of your valid driver’s license/state issued identification card.

Do the forms have to be hand-delivered to Capitol Police to be processed?

No. You can hand deliver your forms and present your identification or you can email the forms and a copy of your identification to CapitolPoliceIDOffice@fdle.state.fl.us.

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Will the Capitol Press Badge be mailed to me once my background check is complete, or do I have to pick it up in person from the Capitol?

You must pick it up in person from the Capitol, we do not mail it to you. The Capitol Police ID Office is located at the Capitol on the P parking level.

Once I've been approved for a Capitol press badge, how soon can I pick it up from the Capitol Police ID office?

After the background check is completed, you will be notified that your press badge is ready to pick up, and you will have 90 calendar days to pick it up. If you cannot retrieve it in the 90 days, your application will be purged and you will have to resubmit a new application, notarized background check form and another copy of your valid driver's license.

The application says badges need to be renewed each year, is it a specific time every year? Or, do they expire one year after the approval date?

The application will expire one year from the approval date. To get your credentials renewed next year, you will need to go through this same process.

Can I pick up my badge at FDLE headquarters?

No. Reporters need to come to the Capitol to pick up their access card once the background is complete because they need to take a photo that is linked to the system at the Capitol.

Is there a list of disqualifiers/reasons why a press badge application would be denied?

Disqualifiers for a press access cards generally would be a violent crime or theft related history.

Will I be contacted by email once the application is processed to let me know if my application is approved or denied?

You will be notified via email or phone either way if the application was denied or approved.

How do I check on the status of my application?

You can check on your application by emailing CapitolPoliceIDOffice@fdle.state.fl.us or by calling (850) 487-6216.