



**Media Credential Application for news media members who do not reside in Illinois and/or are employed by news organizations based outside the Chicago area AND do not possess valid media credentials issued by an accredited law enforcement agency or municipality within the United States**

Persons employed as full-time reporters, producers, camera operators, photographers, sketch artists, or engineers are the only acceptable applicants.

**NOTE:** Freelance personnel are eligible for media credentials when a media outlet within the Chicago market extends a letter of authorization. If applicable, please attach with your application. Enrollment as a student in a journalism or media program alone is not sufficient criteria to qualify for a court-issued credential.

If you are a freelancer, please check this box.

If you are a student, please check this box.

**ORGANIZATION INFORMATION:**

**News Organization:**

**Organization Telephone #**

**Organization Address**

**Street:**

**City:**

**State:**

**Zip code:**

**Country:**

**Organization Website Address:**

Include below the printed name and signature of the Managing Editor, Bureau Chief, News Director or Station Manager who is verifying your employment with the above listed media organization:

**Print Name:**

**Contact number:**

**Title:**

**Signature\***

**Date:**

Please provide sufficient information to meet the definition of "news media" as a newspaper or other periodical issued at regular intervals whether in print or electronic format, a news service whether in print or electronic format, a radio station, a television station, a television network, a community antenna television service, or a person or corporation engaged in making news reels or other motion picture news for public showing.

**MEDIA CREDENTIAL TO BE ISSUED TO:**

**Last Name:**

**First:**  **MI:**

**Title:**

**List all other names you have used or been known by:**

**Home Address**

**Street:**

**City:**

**State:**

**Zip code:**  **Country:**

**Country of Citizenship:**

**Driver's License Number:**

**Driver's License State:**  **Height:**  **Weight:**

**Sex:**  **Hair Color:**  **Eye Color:**

**Race**

**White:**  **Black:**  **Hispanic:**  **Asian:**  **Other:**

**Date of Birth:**  **Place of Birth (City, State):**  **Country:**

**Telephone / Cell number:**  **Social Security Number:**

**Email:**

After the application has been completed, signed, and processed by the court, the applicant will be contacted to schedule an appointment for photographing. Incomplete applications will not be processed.

If you are a first-time applicant, you must be photographed. If your application is approved, you will need to bring a valid photo ID in order to obtain your credential.

**The court reserves the right to deny media credentials to any prospective applicant.**

Upon termination of employment with the employer, which applied for the credential, or other change in status that renders the holder no longer eligible for the news media credential issued, the holder or their employer shall return the credential to the court's Public Information Officer with a statement of the reason for the return.

The court may revoke any news media credential for improper use thereof by the holder, and upon notice thereof to the employer it shall be the duty of the holder and the employer to immediately surrender the news media credential so revoked.

I acknowledge that I have read, understand, and will comply with [Joint Courthouse Security Order, dated August 28, 2018.](#)

Signature\*

Date:

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**CONSENT TO BACKGROUND INVESTIGATION**

**TO WHOM IT MAY CONCERN:**

I, the undersigned, hereby authorize the Office of the Clerk of the United States District Court for the Northern District of Illinois or its authorized representative(s) or employee(s), bearing this release or copy thereof, to obtain any information in your files pertaining to my employment, education records (including but not limited to academic achievement, attendance, athletic, personal history, and disciplinary records), financial records and criminal records (including history of vehicle violations). This data will be used as part of the criminal background investigation process of your media credentials

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the United States District Court Clerk's Office official use.

I hereby release you, as custodian of such records, and school, college, or university, or other educational institution; hospital or other repository records; social service agency; any employer, or retail business establishment including its officers, employees, or related personnel both individually and collectively, from and all liability for damages of whatever kind which may at any time result to me, my heirs, family, because of compliance with this authorization and request for information or any other attempt to comply with it.

I hereby waive my rights under the Privacy Act, 5 U.S.C. 552a (Supp. IV, 1974), and authorize the disclosure to the Clerk's Office, United States District Court for the Northern District of Illinois, or its authorized representative(s) or employee(s), and all information pertaining to me, contained in the files or systems of records maintained by any government agency subject to the Privacy Act, which such agency sees fit to convey, either orally or in writing, to the aforementioned Clerk's Office.

I hereby waive any rights I may have under the Privacy Act to prior notice of such disclosure or any rights I may have to an accounting of such disclosure to the aforementioned Clerk's Office.

**Signature for Authorization for Background Investigation**

Authorizing Signature Full Name\*:

Date:

Received by – Name of Court Official:

**Completed applications should be emailed, faxed, or hand-delivered to one of the below-listed contacts:**

[julie\\_hodek@ilnd.uscourts.gov](mailto:julie_hodek@ilnd.uscourts.gov)

OR

FAX (312) 554-8528

**OR**

**Hand-delivery to**

Dirksen U.S. Courthouse,  
Attn: Public Information Officer (District Court)  
219 S. Dearborn St.  
2514A  
Chicago, IL 60604

Please attach a copy (front and back) of a valid drivers' license, state identification card, or passport.

**\*ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED**