

# ID Badge Policy

Adopted by Legislative Council December 16, 2021

Effective January 12, 2022

As a vital part of legislative security, it is the policy of Legislative Council that Alaska State Legislature identification badges be issued to legislators, legislative employees, interns, members of the press, lobbyists, contractors, and visitors.

**Legislators:** A legislative identification badge must be available to be shown upon request while on the Capitol Campus. This badge may also serve as an electronic key for Capitol access.

**Legislative Employees and Interns:** Within 10 days of the first day of a legislative session or date of employment (whichever is sooner), employees and interns must have their photo taken by Media Services to be posted on the legislative intranet and used to create a legislative ID badge. Failure to comply will result in deactivation of electronic key access. This ID badge must be available to be shown upon request while on the Capitol Campus and may also serve as an electronic key for Capitol access.

**Members of the Press** approved for a Capitol Press Pass must visibly display it at all times while on the Capitol Campus.

**Lobbyists** must register with LAA and have their photo taken by Media Services to be posted on the legislative intranet and used to create a Lobbyist ID badge that must be worn at all times and visible while on the Capitol Campus.

**Contractors** must register with the Maintenance Office and receive a Contractor ID badge that must be worn at all times and visible while on the Capitol Campus. Exceptions related to safety concerns will be made on a case-by-case basis. No photo is required.

**Visitors** must register with Security located on the Capitol Ground Floor and receive a Visitor ID badge that must be worn at all times and visible while on the Capitol Campus. No photo is required.