

## RULES FOR MEDIA ACCREDITATION TO THE EUROPEAN PARLIAMENT

### General provisions

Journalists need media accreditation to enter the European Parliament. The term "journalist" refers to the professionals working for *bona fide* news media, including written press and audio-visual journalists, camera operators and press photographers. Accreditation is granted to them for the purpose of parliamentary and political reporting and explanation of parliamentary and political activities. They can request inter-institutional accreditation or European Parliament accreditation.

### Inter-institutional media accreditation

The EU institutions have a joint accreditation scheme for Brussels-based permanent correspondents, managed by the European Commission. Inter-institutional accreditation is valid for the European Parliament, the Council and the Commission.

The following link provides all necessary information on inter-institutional accreditation:  
[https://ec.europa.eu/info/about-european-commission/contact/press-services\\_en](https://ec.europa.eu/info/about-european-commission/contact/press-services_en)

### European Parliament media accreditation

The European Parliament grants accreditation to journalists working for *bona fide* media organisations, in accordance with the rules set out below, for whom journalism is the main source of income. **The Directorate for Media's** accreditation committee will reject applications from non-journalists, lobbyists and consultants, or those who have a professional side activity that the accreditation committee may deem incompatible.

Applications are considered on a case-by-case basis and the decisions of the accreditation committee are final. Applicants may be asked for proof that their professional status and their organisation fulfil the criteria as set out in these rules. The information supplied will be made available to the relevant services of the European Parliament. The Directorate for Media reserves the right to request the assistance of the European Parliament's Directorate General for Security and Safety in granting media accreditation. The Directorate for Media may consult the International Press Association (IPA).

European Parliament accreditation allows journalists to work only in the EP premises in Brussels and Strasbourg and is not valid for other EU institutions. Media accreditation may not be used as proof of professional qualifications.

By accepting this accreditation, all journalists agree to the [rules regarding recordings by media representatives](#) on the premises of the European Parliament.

### Media organisations

Media organisations must fulfil the following criteria

- Be an editorially independent, commercial organisation with no distribution restrictions
- Be open about how and by whom it is financed
- Report on the activities of the EU Institutions.

Additional requirements for online media

- The website must be a professional online media website which adheres to the rules laid down for media organisations (see above), and have a specific, verifiable street address and telephone number.
- The majority of the website content must cover EU affairs through original news, commentary or analysis, and be updated at least once per week.

Periodicals

- Priority is given to the requests from daily and weekly publications. Monthly and bi-monthly publications can also be eligible, provided they regularly cover EU affairs.

*NB: Communications, outreach or advocacy publications (paper or online) of government or public bodies and non-governmental or non-profit organisations, think tanks or interest groups do not qualify for media accreditation.*

#### Procedure to obtain media accreditation to the European Parliament

There are essentially two types of accreditation available in the European Parliament:

- Short-term media accreditation
- Annual media accreditation

Short-term media accreditation

Journalists can request short-term media accreditation valid from one to a maximum of five working days. Short-term accreditation will not be delivered during the recess periods of the European Parliament or when no parliamentary activities are taking place in the buildings in Brussels or Strasbourg. Exceptions to this rule can be granted upon request and will be evaluated on a case-by-case basis by the Directorate for Media.

A short-term media accreditation request must be submitted for approval:

1) Via the electronic registration website (to submit a request, please click [here](#))

2) Exceptionally, media accreditation (e.g. for ad hoc events): directly at the European Parliament Media Accreditation Office in Brussels (Paul Henri Spaak building, room PHS -1C029). During plenary sessions in Strasbourg: at the press entrance in Strasbourg (STR - LOW N00307).

Information needed to submit a short-term media accreditation request:

- Copy of a valid press card or a recent assignment letter from the editor-in-chief, publisher or head of office justifying the request for accreditation. The assignment letter on official letterhead should specify the name and function of the journalist and the period for which accreditation is sought at the European Parliament. Self-nominations are not permitted.
- Identity card-sized photo (portrait, aspect ratio 3X4, jpeg format, +/- 100 KB)
- Official ID: type, number and expiration date
- Purpose of the visit
- For free-lance journalists: proof of journalistic activity (proof of recent by-lined publications and corresponding proof of payments)

To collect the accreditation badge, the applicant must appear in person at the Media Accreditation Office and present a valid proof of identity upon request. More information on location and opening hours of the Media Accreditation Offices is available [here](#).

### Annual media accreditation

Annual media accreditation can be granted to journalists who need frequent access to the European Parliament premises for their work. Annual media accreditation is valid for a calendar year (from January to December) and can be renewed upon request. Applications for the current year can be submitted until the end of October. Applications for the following year can be submitted as from November of the current year.

A request for annual media accreditation must be submitted for approval via the [electronic registration website](#). Information needed to apply for annual media accreditation:

- Copy of a valid press card
- A recent assignment letter from the editor-in-chief, publisher or head of office justifying the request for accreditation. The assignment letter on official letterhead should specify the name and function of the journalist and the period for which accreditation is sought at the European Parliament. Self-nominations are not permitted.
- ID sized photo (portrait, aspect ratio 3X4, jpeg format, +/- 100 KB).
- Official ID: type, number and expiration date.
- Proof that the **applicant's** main or second residence is in or near the three official seats of the European Parliament (Brussels, Strasbourg, Luxembourg) by means of either a copy of an identity card or passport, or a copy of proof of residence or address, or an accommodation rental contract.
- For free-lance journalists: proof of journalistic activity (proof of recent by-lined publications and corresponding proof of payments)

To collect the accreditation badge, the applicant must appear in person at the Media Accreditation Office and present a valid proof of identity upon request. More information on location and opening hours of the Media Accreditation Offices is available [here](#).

*N.B. Special media accreditation: a special accreditation may be requested for certain events like the European Elections or other activities occurring over the weekend or outside regular opening hours. Obtaining such accreditation may be subject to special requirements that will be announced by Parliament in advance.*

### Procedure for withdrawal of media accreditation to the European Parliament

Media accreditation shall be withdrawn as soon as the conditions on which it was given do not apply any longer. Media accreditation shall also be withdrawn if it is found to have been misused. The European Parliament's Directorate for Media reserves the right to withdraw a journalist's accreditation if his/her behaviour interferes with the smooth running of the activities of the European Parliament, or s/he otherwise breaches the rules regarding recordings on the premises of the European Parliament. Future applications for media accreditation by that person or by the media organisation that person represents may be refused for a period of up to one year depending on the severity of the breach. The Director for Media, acting under the authority of the Quaestor responsible, shall take the appropriate measures.

Journalists whose accreditation has been withdrawn may appeal against the decision to the Quaestors of the European Parliament within one month from the date on which the established breach was notified.

#### Procedure for withdrawal of inter-institutional annual media accreditation

Any proposal to withdraw inter-institutional accreditation will follow the procedure laid down in the [rules for inter-institutional accreditation](#) agreed by the Parliament, the Council, the Commission and the International Press Association.

#### Data Protection

In line with [Regulation \(EU\) 2018/1725](#) on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, the Media Directorate processes personal data to assess if applications meet the criteria and to confirm a **journalist's professional status in order to grant them valid media accreditation**. Some personal data may be transferred to the **European Parliament's Directorate-General for Security and Safety** in order to grant a journalist **access to the European Parliament's premises**. **You can find more information [here](#)**. Under no circumstances are the data used for purposes other than the one for which they have been transmitted.

For more information, see the [Privacy policy notice](#).