

# **HOW TO APPLY FOR ACCREDITATION**

## **TEMPORARY ACCREDITATION**

All journalists and media operators who intend to request temporary accreditation must apply via the Holy See Press Office, through the online accreditation system available at:

<https://accreditamenti.salastampa.va/assv-fo/login?lang=en>

After creating an account, users will be able to view the calendar for which they can apply for accreditation.

Select the event you wish to participate from the calendar. You will then need to upload the following documentation, which must meet the criteria described here:

### **- Passport-size Photo:**

- the photo must be in one of the following formats: .jpeg, .jpg, .png;
- the photo must have front view and it must show full face and neck of the applicant;
- the photo should be no smaller than 6 x 6 cm and no bigger than 15 x 15 cm;
- the photo must be recent (taken no longer than 6 months before) and in colour;
- the photo must be well defined and have a neutral and uniform background;
- the photo must contain the image of the applicant and no other objects or persons.

### **- Identity document:**

- identity document must be in one of the following formats: .pdf, .jpeg, .jpg, .png;
- identity document means only a passport or identity card;
- the document should be valid and not expired;
- the copy of the document must be complete and show all the information concerning the applicant;
- the document must be clearly readable in all its parts.

### **- Letter of Request from the Board of the Media Organization:**

- the letter must be in one of the following formats: .pdf, .jpeg, .jpg;
- the letter requesting accreditation must be dated, on the media organization's letter-headed paper, signed by the head of the media organization represented and addressed to the Director of the Holy See Press Office;
- the letter must be dated no further than a month before the period or event that accreditation is requested for;
- the letter must specify the function or position of the journalist or media operator and the task assigned to follow the news regarding the Holy See;
- the letter must state the period or event that accreditation is requested for;
- the letter must specify that the journalist or media operator is committed to respect the ethical norms of journalism, in particular the embargo on the documents;
- (VIDEO and PHOTO ONLY) the letter must specify that the staff is committed to using the images taken for news purposes only.

FREELANCE journalists, in addition to a statement containing the information listed above, must submit by email (accreditamenti@salastampa.va) a copy of the Letter of Presentation in .jpeg or .pdf from the Ministry of Foreign Affairs or the Diplomatic representative of the country of residence.

**In order to request ORDINARY ACCREDITATION (long-term – Rome residents only), it is necessary to upload the following additional documentation:**

**- Press Card:**

- the card must be in one of the following formats: .pdf, .jpeg, .jpg, .png;
- the card must be valid and not expired;
- the card must be clearly readable in all its parts.

**- Certification of residence in Rome:**

- certification must be in one of the following formats: .pdf, .jpeg, .jpg, .png;
- certification means a document issued by the Municipality of Rome stating the applicant's residence within its boundaries;
- alternatively, it is possible to present an ID Card bearing the applicant's current address in Rome, the heading of the most recent invoice for services related to the applicant's residence; a renting agreement or other official document.

**- Curriculum Vitae:**

- the CV must be in .pdf format;
- the CV does not need to be in the European format;
- alternatively, it is possible to present a bio with an indication of the applicant's professional record.

**- Articles:**

- articles must be in .pdf format;
- the articles must be 10;
- the articles must have been published during the year before the request is made.