APPLICATION FOR SANDIGANBAYAN MEDIA ACCREDITATION

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| **NAME** |  |
| **POSITION** |  |
| **COMPANY** |  |
| **CONTACT NUMBER** |  |
| **ADDRESS** |  |
| **DATE OF BIRTH** |  |
| **NAME, ADDRESS AND CONTACT NO. OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:**  **NAME:**  **CONTACT NUMBER:** | |

**NOTE:**

* Letter of assignment on official letterhead of the media organization indicating the name of the correspondent and other pertinent data should be signed by the Head of News Desk or Editor-in-Chief.
* 2 pcs. 1x1 ID picture (softcopy is accepted)
* The accomplished form may be emailed to sheriffsandiganbayan@gmail.com

**Supplement Revised Sandiganbayan Media Accreditation**

**Guidelines and Policies**

* *For new applicants, reporters must submit an endorsement letter from the managing editor of the media organization/agency concerned, addressed to ATTY. MA. TERESA S. PABULAYAN, Executive Clerk of Court IV of this Court*
* *Sandiganbayan media accreditation must be renewed before the expiration of the validity period. Applications submitted during the middle of the six (6) month validity period will only be accredited for the remaining duration.*
* *In the event that an accredited correspondent is unavailable, the managing editor or an authorized representative from the media organization/agency concerned must inform the Security and Sheriff Services Division at least one day in advance regarding the replacement personnel.*
* *Only correspondents wearing a valid Sandiganbayan media accreditation ID will be granted access to the building and allowed to observe court hearings they wish to cover. Backup or stand-in correspondents will be issued a Day Pass for temporary coverage of an event in the Sandiganbayan.*
* *Live coverage is prohibited. Interviews are permitted solely in upper floor lobbies far away from courtroom doors. Stand-ups are allowed only outside the building, provided they do not obstruct the smooth flow of traffic.*
* *Media vehicles are not permitted to park inside the compound; however, they may drop off their news crew and equipment at the designated drop-off canopy.*
* *Until further orders are announced, reporters and news crew members may access the backdoor entrance in compliance with health protocols.*