

Louisiana



House of Representatives

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Baton Rouge, LA 70804
225-342-1228 Phone
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Office of
Sergeant At Arms

Clarence R. Russ, Jr.
Chief Sergeant

2013 Legislative Media Group Renewal Form

This Renewal form is for anyone who received a 2012 legislative media badge and need to request a 2013 legislative media badge. All others must complete the 2013 new applicant form.

Agency/Company Name: _____

Agency/Company Address: _____

Point of Contact (POC): _____

POC Telephone Number: _____

POC: E-Mail Address: _____

Please list the full names, (as to appear on badge) of employers to be renewed for the 2011 Legislative Identification Badge: Maximum number of names to be included?

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

11. _____ 12. _____

13. _____ 14. _____

Use of the current picture on file per names listed? If not, please submit an electronic photo (Jpg format) via e-mail with name accompanied to our office at HouseSgt.atArms@legis.la.gov If prefer to have a picture taken in our office, please call and schedule an appointment with us at 225-342-1228.

There is an annual fee of \$10.00 which covers the cost of the ID badge. You will be charged an additional \$10.00 replacement fee for a lost badge. We Do Not Accept Cash.

A single form of payment can be submitted per agency group renewals.

Please make checks/money orders payable to: Louisiana House of Representatives.

Please remit this form with your payment to:

Louisiana House of Representatives
Office of Sergeant At Arms
P.O. Box 94062 Capitol Station
Baton Rouge, LA 70804

For Office Use Only:

Date Paid _____ Payment Method _____ Payment Number _____

Staff Initial of Receipt _____