

# **NCPLA EXPRESS PASS UPDATE**

October 2024

## **Key Update:**

Individuals who have previously been fingerprinted will no longer need to undergo fingerprinting. However, all other forms must still be completed.

## **Fees**

Please take note that our fee structure has been updated and fees are no longer prorated. The Express Pass fee for lobbyists is set at \$500 (Biennium), which must be paid through a certified check—one per applicant. We do not accept personal or business checks. Additionally, liaisons must provide their billing department's information for invoicing at a rate of \$250.

## **Usage and Compliance**

We would like to remind all applicants that any misuse of the Express Pass will result in revocation. It is mandatory that the badge be worn on the provided lanyard, around the neck, and remain visible at all times while on the complex.

## **Screening Procedures**

To enhance security, randomized screenings will be conducted. If selected for screening, individuals must exit the building and re-enter for the screening process. Attempts to bypass or undermine the screening process, including exiting and trying to enter through another lobby, will be addressed appropriately.

## How to apply

The Legislative Express Pass will provide approved Lobbyists and Liaisons with the privilege of bypassing the security screening process and entering the Legislative Building(s) through the turnstile entrances. If you are interested, please find the detailed procedures for the Legislative Express Pass below:

1. Visit the NCGA Police Department (located in room 11 of the Legislative Building) to collect the Legislative Express Pass application packet.
2. Complete the following forms as per the instructions provided in the packet:
  - a. Electronic Fingerprint Submission Release of Information (SBI)
  - b. Legislative Express Pass Application (A-01)
  - c. Legislative Express Pass Acknowledgement of Building Rules (D-01)
  - d. Legislative Express Pass Acknowledgement of Lobbyist Code of Conduct (D-02)
3. Seal the completed forms in the provided envelope and include one of the following:
  - a. A certified check payable to the N.C. General Assembly
  - b. If a firm is paying for multiple lobbyists, each application will require a separate check.
  - c. Your state agency email for invoicing if you are a Liaison.
4. A representative from the General Assembly Police Department will contact you in due course to schedule an appointment for fingerprinting, which is a required part of the background check process. (Unless you have already done so previously)
5. Upon completion of the background check, you will receive either an approval or denial notice.
6. If your application is approved, the payment mentioned above will be processed, and you will be contacted to schedule an appointment for the issuance of your Legislative Express Pass ID card. In case of denial, your payment will not be processed.

You can stop by the General Assembly Police Department once your application is approved to pick up your badge and lanyard (which must be worn as part of the badge).