



SALA STAMPA DELLA SANTA SEDE

Accreditation System

Holy See Press Office

User Manual, v 1.0

The Holy See Press Office may grant to applicants two types of accreditation: Temporary or Ordinary.

Temporary accreditation has restricted validity, limited to a brief period or to attendance at a specific event.

Ordinary accreditation, reserved for journalists resident in Rome, has more extensive validity.

Both types of accreditation entitle the holder, during the full period of validity, to access to the Press Office and to the use of services related to accreditation.



APPLICATION FOR ACCREDITATION IN 4 SIMPLE STEPS

Accreditation System Holy See Press Office

1

CREATE AN ACCOUNT

2

ACTIVATE YOUR ACCOUNT

3

ACCESS THE RESERVED AREA

4

REQUEST ACCREDITATION

CREATING AN ACCOUNT

To create an account, go to the web page of the Media Operations and Accreditation Sector at: press.vatican.va/accreditations and select the link "Accreditation System".



Accreditation of journalists and media operators

Media Operations and Accreditations - Holy See Press Office

Via della Conciliazione 54
00120 - CITTÀ DEL VATICANO

Phone: +39 (0) 6 69845600 - Fax: +39 (0) 6 6868810 - Email: accreditamenti@salastampa.va

[This email address is reserved exclusively for communication concerning the accreditation procedure]

Opening Hours:

Monday to Saturday, from 11:00 a.m. to 1:00 p.m. (except holidays according to the Vatican calendar)

Distribution of Accreditation cards

The accreditation cards will be **distributed at the Accreditation Office**, with access from Via della Conciliazione, 54, **from Monday to Saturday, from 11:00 a.m. to 1:00 p.m.**

How to apply for accreditation

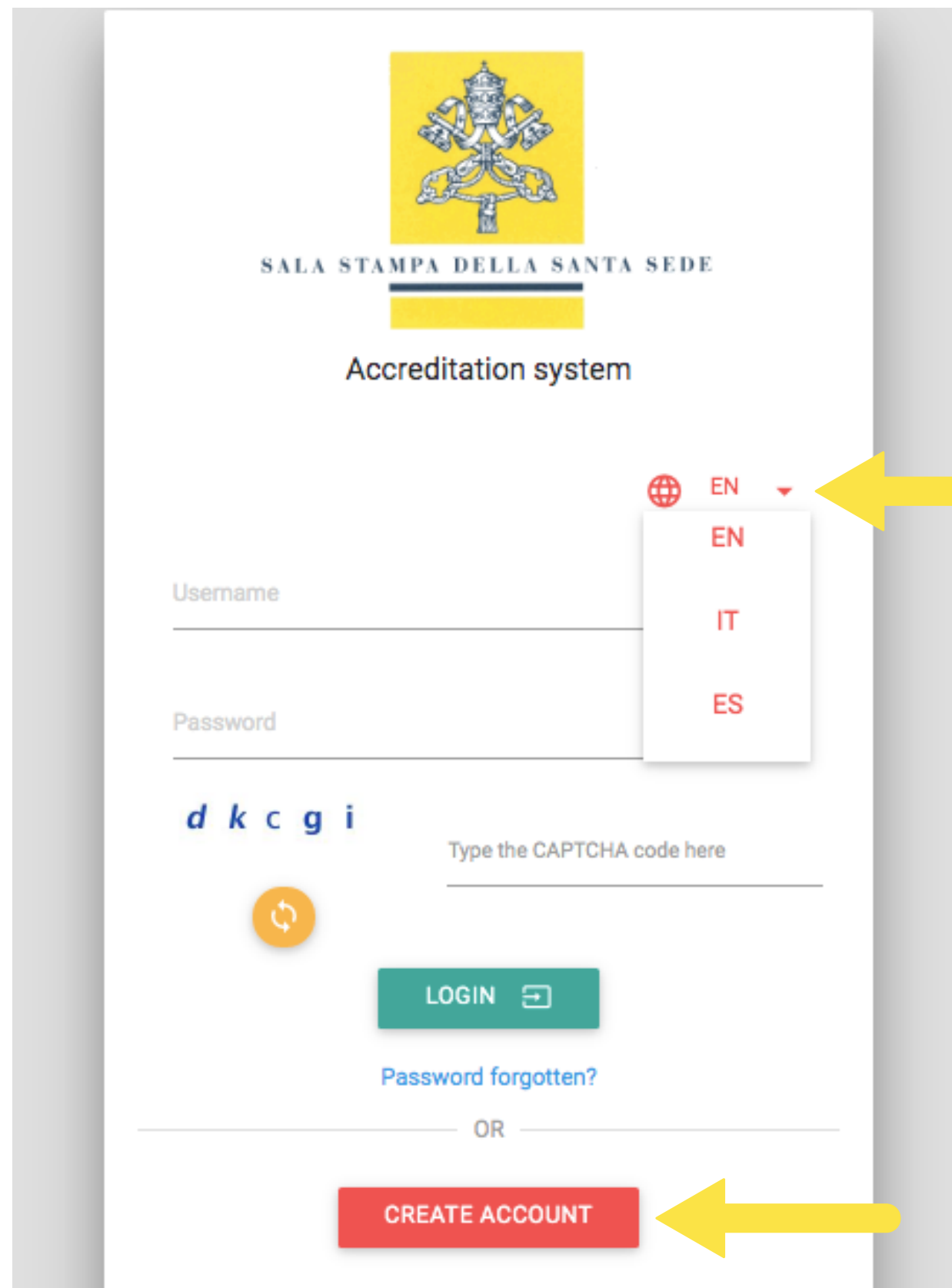
Accreditation System - Holy See Press Office



1 CREATE AN ACCOUNT

CREATING AN ACCOUNT

To create an account set the language (Italian, English, Spanish) and select the "Create Account" button.



SALA STAMPA DELLA SANTA SEDE

Accreditation system

EN

EN

IT

ES

Username

Password

d k c g i

Type the CAPTCHA code here

LOGIN

Password forgotten?

OR

CREATE ACCOUNT

1


CREATE AN ACCOUNT

USER REGISTRATION



SALA STAMPA DELLA SANTA SEDE

Complete the user registration form, entering the required information.
You will be asked to create a Username that you must remember in order to access the Reserved Area.
For security reasons type the captcha code shown, accept the service conditions and select "CONTINUE".

Holy See Press Office - Accreditation system

EN

USER REGISTRATION

The Holy See Press Office can issue two forms of accreditation, Ordinary and Temporary. Ordinary accreditation has longer term validity (from one to three years), and entitles the holder, during the full period of validity, to access the Press Office and use of services linked to accreditation. Temporary accreditation instead has restricted validity, often limited to a brief period or to attendance at a specific event.

Please enter your personal data

Name

Surname

Birthdate

01/01/1970

Please enter a username with at least 8 characters

Username

Repeat username

Please enter an email address for all future communications

Select your media organization from the list

Select your role from the list

For security reasons, please enter the captcha code on the right. Click [here](#) to update the image.

c 5 m j

Type the CAPTCHA code here

c5mj

✓ Accept [Terms of service](#)

✓ I have read the [information](#) and hereby authorize the use and treatment of my personal data

CONTINUE

1


CREATE AN ACCOUNT


INSERT NEW MEDIA ORGANISATION



SALA STAMPA DELLA SANTA SEDE

If your media organisation is not listed, select 'Other' at the bottom of the drop-down list and enter your media organisation information.

Holy See Press Office - Accreditation system

EN

Select your media organization from the list

Media organization
Other

Please enter the details of your media organization

Category

Type

Name

Country

Address

City

CAP

Prefix

Telephone


Email

Select your role from the list

Role

Category

For security reasons, please enter the captcha code on the right. Click [here](#) to update the image.



Type the CAPTCHA code here

1

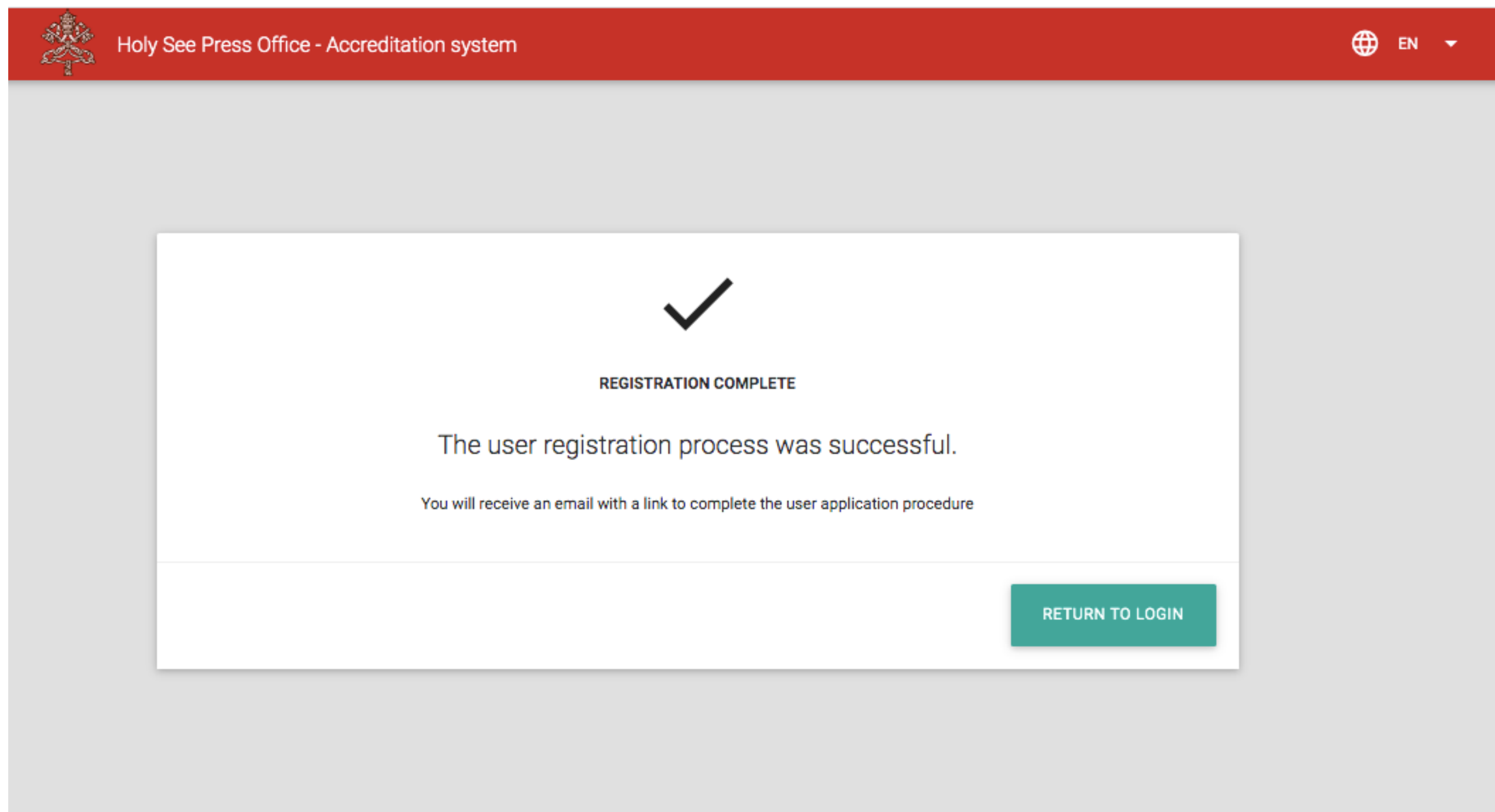
CREATE AN ACCOUNT

USER REGISTRATION COMPLETED



SALA STAMPA DELLA SANTA SEDE

**If the user registration procedure was successful, the following screen will appear.
You will receive an email at the email address indicated during registration with instructions
to complete the activation of the account.**



ACCOUNT ACTIVATION

**Check the email account that you indicated during user registration.
The System has sent you an email notification with a link to complete account activation.**

☐ Holy See Press Office Accreditation System - User activation



SALA STAMPA DELLA SANTA SEDE

Dear Name Surname,

The registration process is almost complete. Your account will be activated by clicking on the following the link:

<https://accreditamenti-stg.salastampa.va/assv-fo/guest/confirmEmail/922f824b454c6b8dd95688c929f4970dd7dc7ba98d6fba410267cac94845a1d7>

Kindest regards,

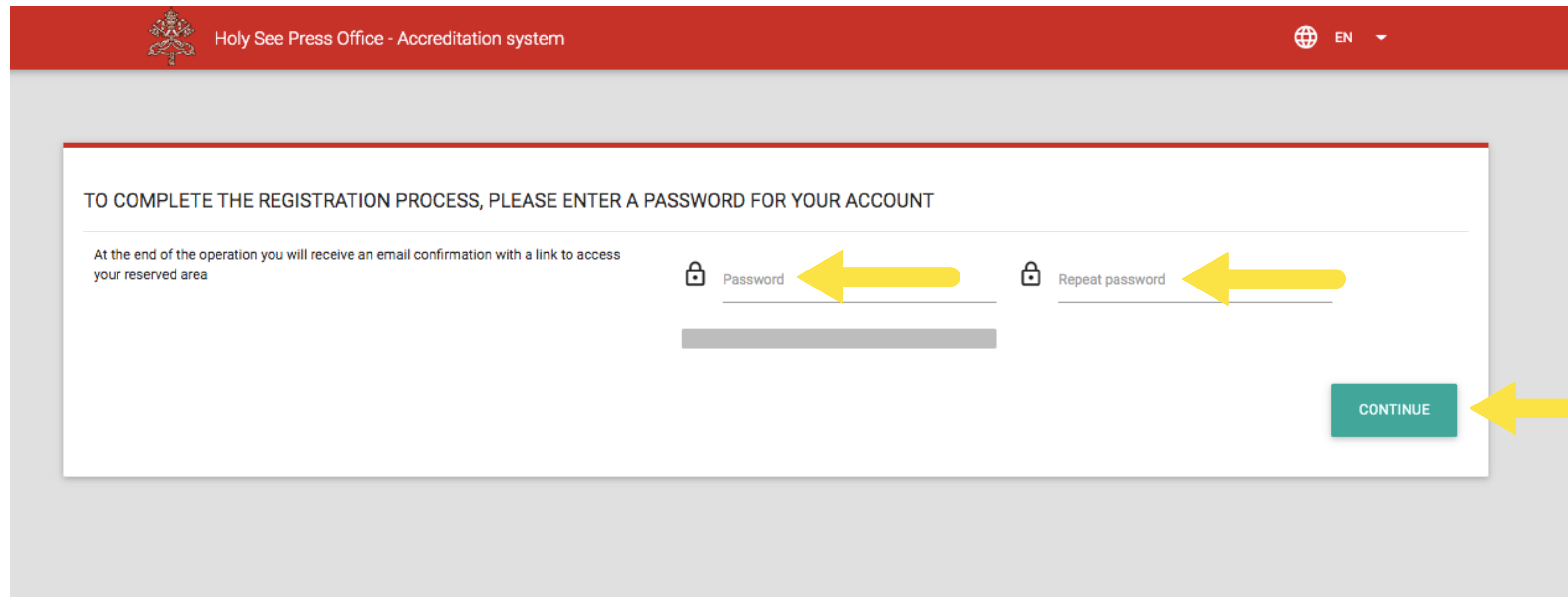
Accreditations and Authorizations Sector Holy See Press Office

Vatican City, 18/04/2020 11:13 (GMT +1)

SETTING PASSWORD

Set a password for your account.

**Remember the password you have chosen. You will need it to access the Reserved Area.
To complete registration, select the "CONTINUE" button.**



Holy See Press Office - Accreditation system

EN

TO COMPLETE THE REGISTRATION PROCESS, PLEASE ENTER A PASSWORD FOR YOUR ACCOUNT

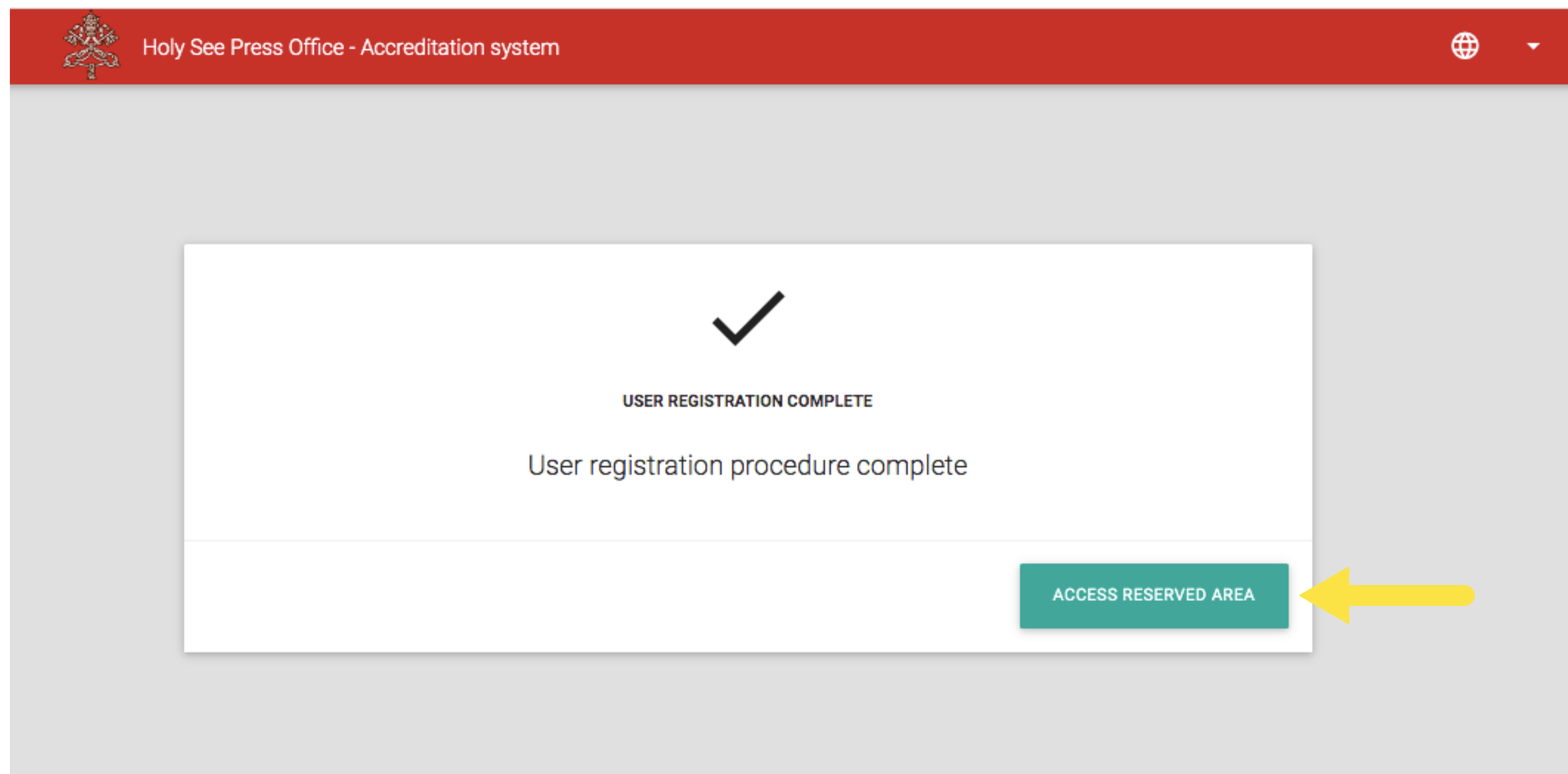
At the end of the operation you will receive an email confirmation with a link to access your reserved area

Password

Repeat password

CONTINUE

If the registration and account activation procedure is successful, the following screen will appear.
You can now access the Reserved Area by clicking on the "ACCESS RESERVED AREA" button.

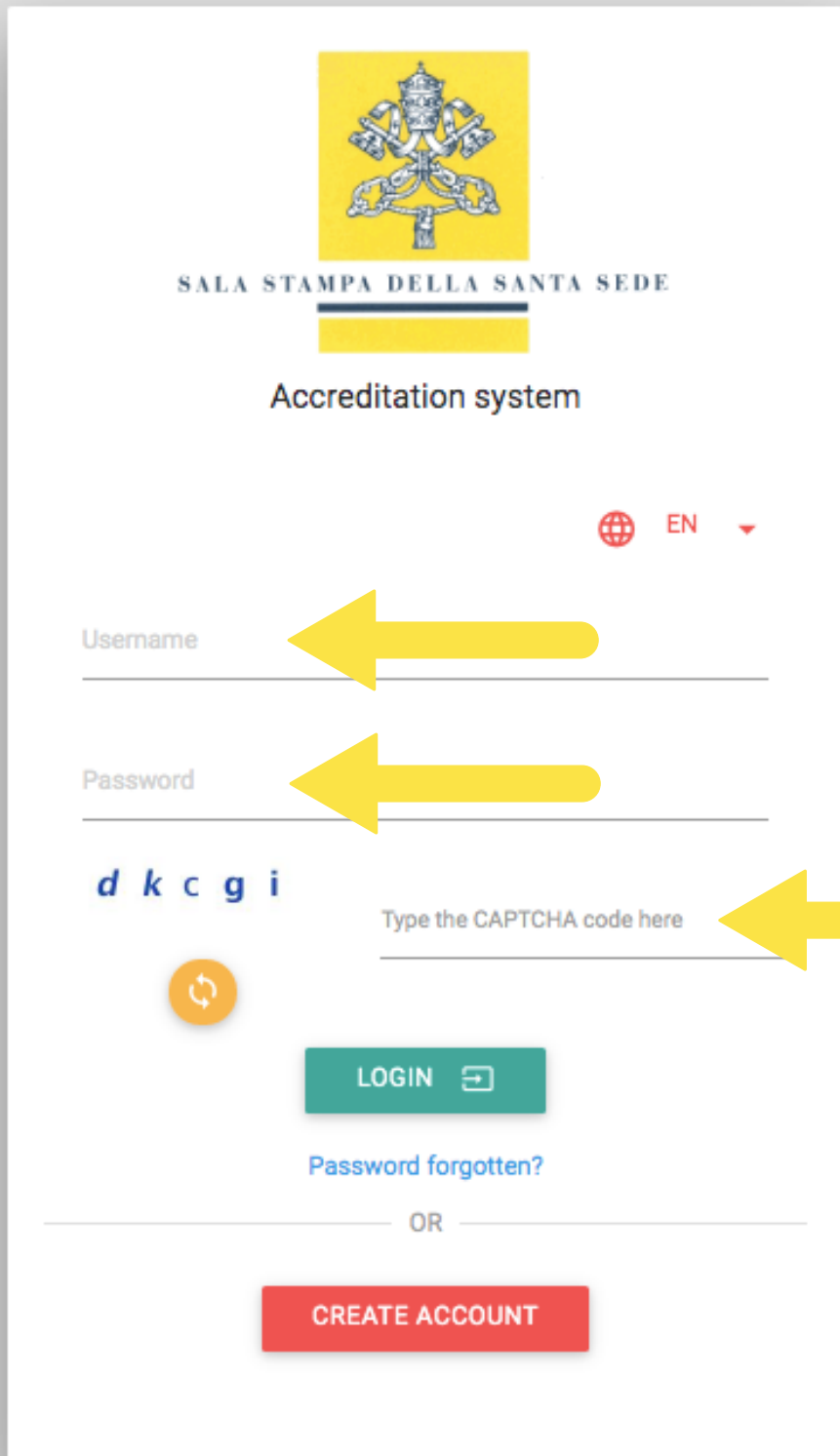


3

ACCESS THE RESERVED AREA

ACCESS TO RESERVED AREA

To access the Reserved Area you will be asked to enter the Username and password selected during the creation and activation of the account.
For security reasons you will also be asked to type the captcha code shown.



SALA STAMPA DELLA SANTA SEDE

Accreditation system

EN

Username

Password

d k c g i

Type the CAPTCHA code here

LOGIN

Password forgotten?

OR

CREATE ACCOUNT

3

ACCESS THE RESERVED AREA

PASSWORD RECOVERY



Select the link "Forgot your password?" and proceed with password recovery.

You will be asked to enter the Username set during account creation.

If you have also lost your Username, please contact the Media Operations and Accreditation Sector,
by email at: accreditamenti@salastampa.va

SALA STAMPA DELLA SANTA SEDE

Accreditation system

EN

Username

Password

d k c g i

Type the CAPTCHA code here

LOGIN

Password forgotten?

OR

CREATE ACCOUNT

SALA STAMPA DELLA SANTA SEDE

Recover password

Username

1 d j j

Type the CAPTCHA code here

REQUEST



TEMPORARY ACCREDITATION REQUEST

The events may appear in four different colours: **Green**: Event for which you can apply for accreditation; **Orange**: Event for which the registration deadline has passed; **Red**: Past event; **Blue**: Event for which registration has not yet been opened. Events that involve the presence of the Holy Father are marked with a yellow and white circular icon.

Holy See Press Office - Accreditation system

FOR TEMPORARY ACCREDITATION: Select the event you wish to participate from the calendar

Color legend about events

< > Today

April 2020

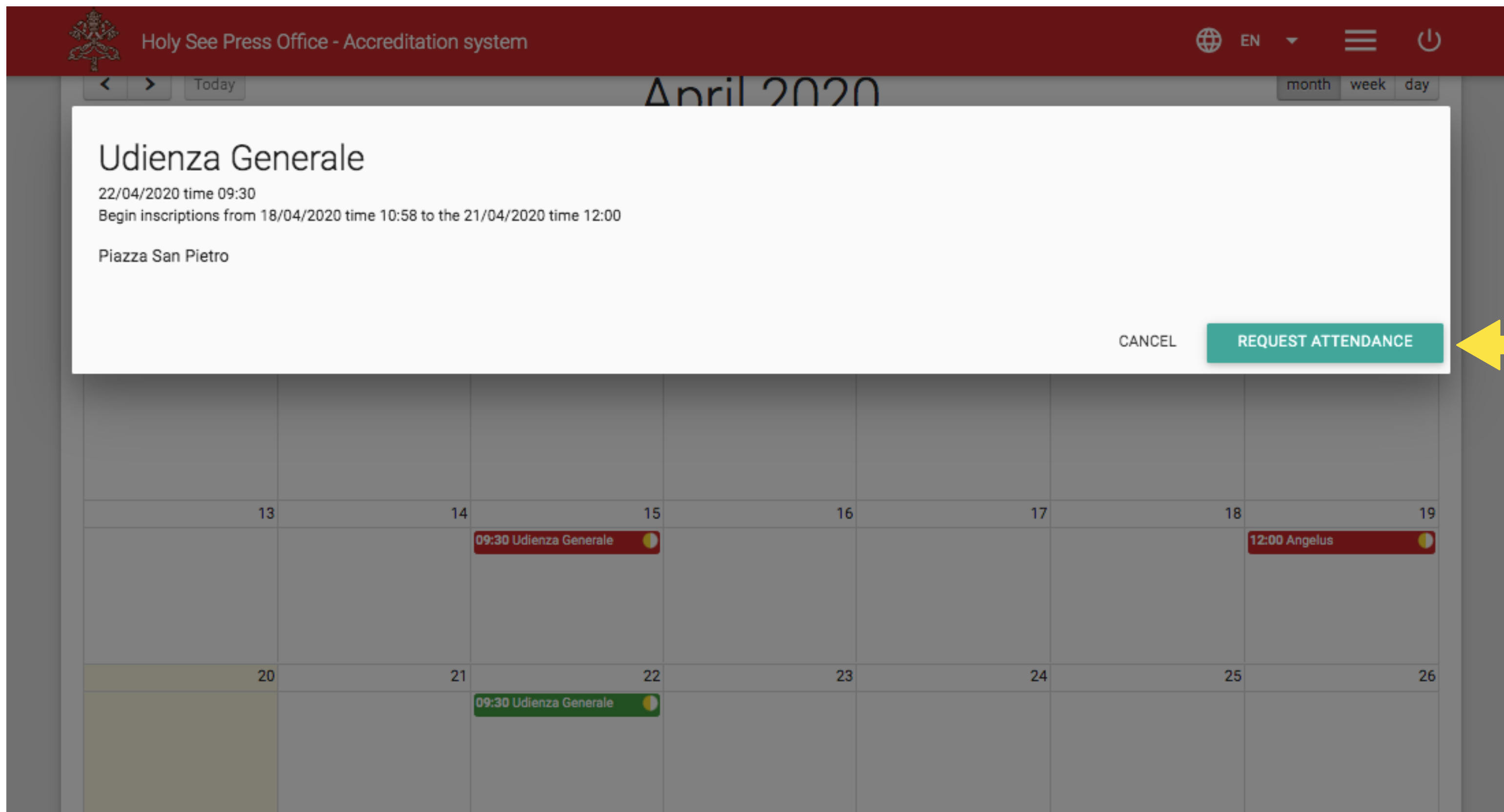
month week day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 09:30 Udienza Generale	2	3	4	5
6	7	8	9	10	11	12
13	14	15 09:30 Udienza Generale	16	17	18	19 12:00 Angelus
20	21	22 09:30 Udienza Generale	23	24	25	26

4 REQUEST ACCREDITATION

REQUEST TO PARTICIPATE IN ONE OR MORE EVENTS ON THE CALENDAR

To request participation select an event from the Calendar.



Holy See Press Office - Accreditation system

April 2020

month week day

Udienza Generale

22/04/2020 time 09:30

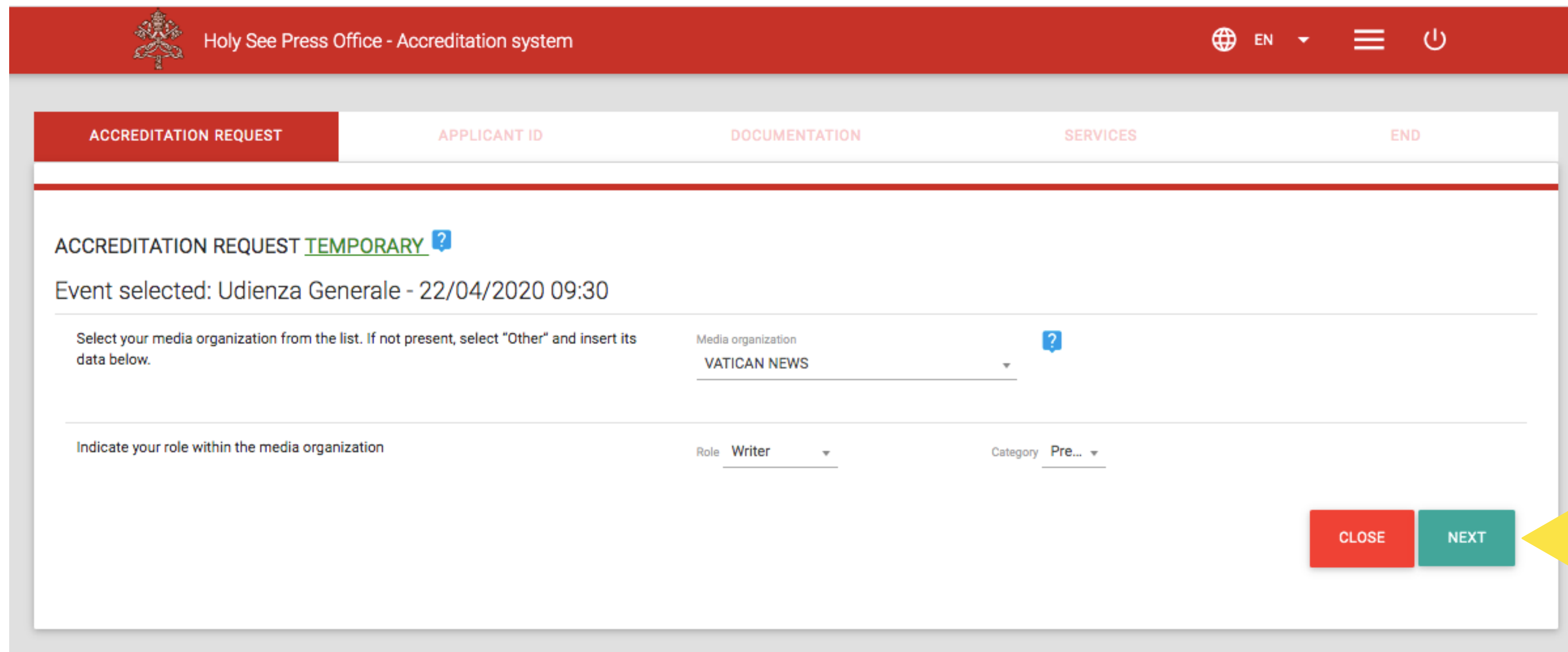
Begin inscriptions from 18/04/2020 time 10:58 to the 21/04/2020 time 12:00

Piazza San Pietro

CANCEL REQUEST ATTENDANCE

13	14	15	16	17	18	19
		09:30 Udienza Generale			12:00 Angelus	
20	21	22	23	24	25	26
		09:30 Udienza Generale				

Verify that the information submitted during the first step of the request is correct, and continue with the "NEXT" button.




The screenshot shows the 'Holy See Press Office - Accreditation system' interface. The top navigation bar is red with the Holy See logo, the title 'Holy See Press Office - Accreditation system', and icons for language (EN), menu, and power. Below this is a horizontal tab bar with five tabs: 'ACCREDITATION REQUEST' (active, red), 'APPLICANT ID', 'DOCUMENTATION', 'SERVICES', and 'END'. The main content area displays 'ACCREDITATION REQUEST TEMPORARY?' with a help icon. Below this, it states 'Event selected: Udienza Generale - 22/04/2020 09:30'. A form section follows with the instruction 'Select your media organization from the list. If not present, select "Other" and insert its data below.' and a dropdown menu for 'Media organization' currently showing 'VATICAN NEWS'. Another section is labeled 'Indicate your role within the media organization' and contains two dropdowns: 'Role' set to 'Writer' and 'Category' set to 'Pre...'. At the bottom right, there are two buttons: a red 'CLOSE' button and a teal 'NEXT' button. A large yellow arrow points to the 'NEXT' button.

4 REQUEST ACCREDITATION

USER REGISTRATION

Enter your personal data and continue by selecting "NEXT".

Holy See Press Office - Accreditation system

EN

ACCREDITATION REQUEST

APPLICANT ID

DOCUMENTATION

SERVICES

END

APPLICANT'S PERSONAL DATA

Address

City

CAP

Country of residence

Prefix

Telephone

Prefix

Mobile

Email

Confirm Email

Document type

Document No.

Issued by

Issue date

Expiry date

Birth country

Birth place

CLOSE

BACK

NEXT

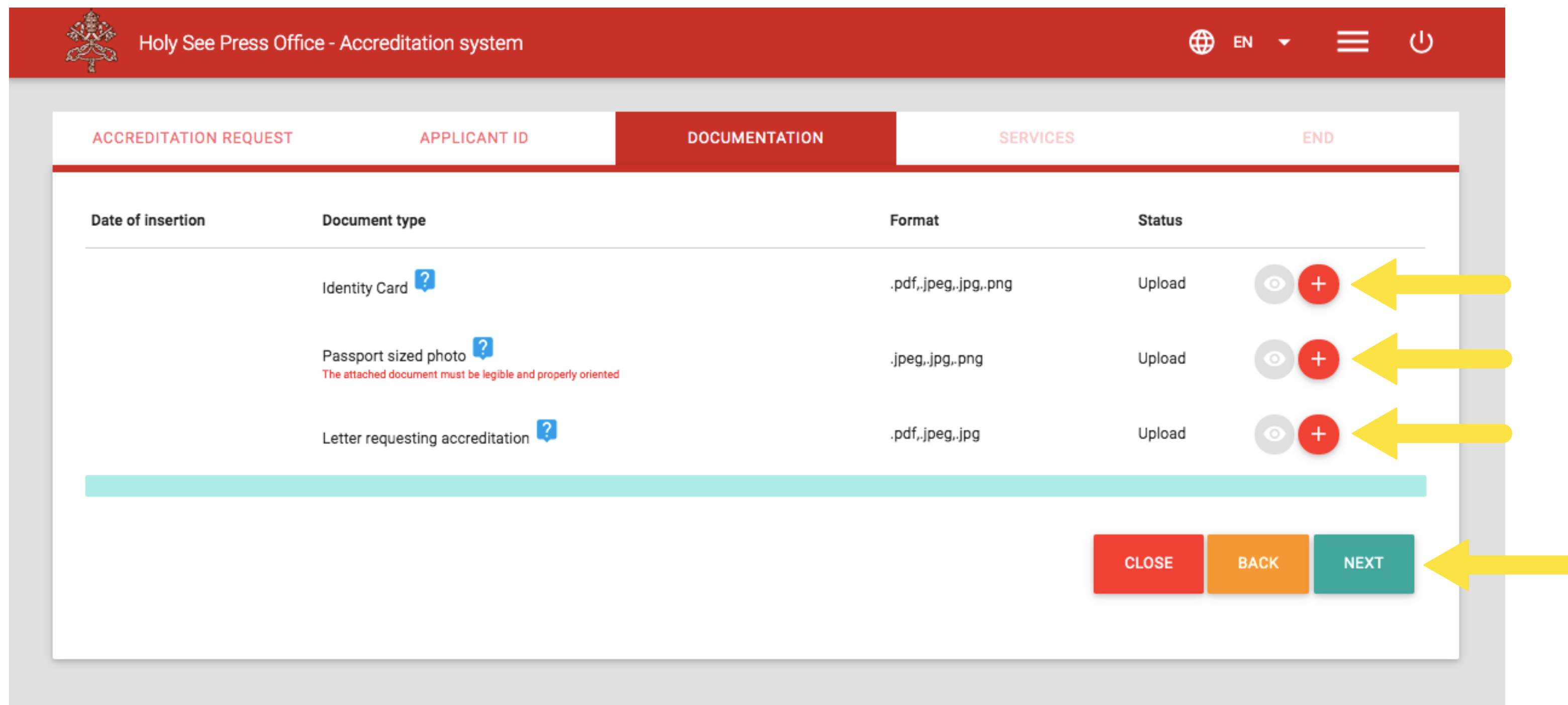
4 REQUEST ACCREDITATION

TEMPORARY ACCREDITATION DOCUMENTATION

Upload the required documentation in the indicated file extension by clicking the + button.

Once the files are loaded, select the "NEXT" button.

You will be able to complete the accreditation application in several sessions and it will remain in DRAFT status until you have completed all the steps.

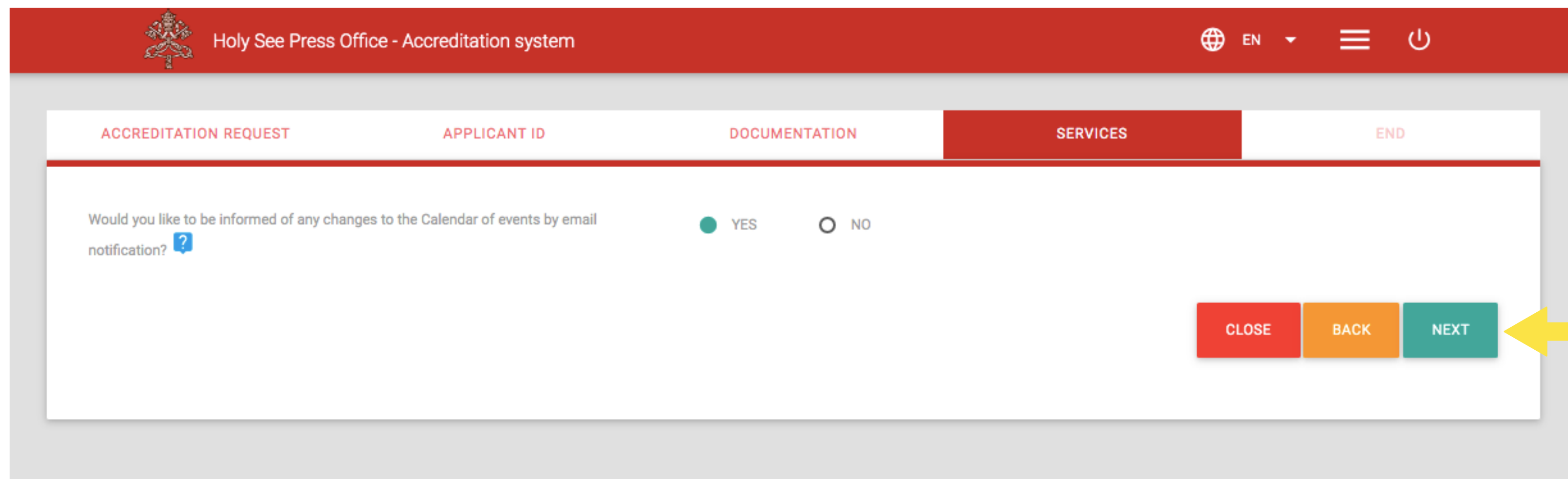


ACCREDITATION REQUEST	APPLICANT ID	DOCUMENTATION	SERVICES	END
Date of insertion	Document type	Format	Status	
	Identity Card ?	.pdf,.jpeg,.jpg,.png	Upload	+
	Passport sized photo ? <small>The attached document must be legible and properly oriented</small>	.jpeg,.jpg,.png	Upload	+
	Letter requesting accreditation ?	.pdf,.jpeg,.jpg	Upload	+

CLOSE BACK NEXT

USE OF TEMPORARY ACCREDITATION SERVICES


If you are interested, select the services offered to accredited media workers and continue by selecting "NEXT".



The screenshot shows the 'Holy See Press Office - Accreditation system' interface. The top navigation bar is red and contains the Holy See logo, the text 'Holy See Press Office - Accreditation system', a globe icon, 'EN', a dropdown arrow, a hamburger menu icon, and a power icon. Below the navigation bar is a white box with a red border. Inside this box, there is a horizontal tab bar with five tabs: 'ACCREDITATION REQUEST', 'APPLICANT ID', 'DOCUMENTATION', 'SERVICES' (which is highlighted in red), and 'END'. Below the tabs, the main content area is white. It contains a question: 'Would you like to be informed of any changes to the Calendar of events by email notification?' followed by a blue question mark icon. To the right of the question are two radio buttons: 'YES' (which is selected, indicated by a green dot) and 'NO' (which is unselected, indicated by a grey dot). At the bottom right of the white box are three buttons: 'CLOSE' (red), 'BACK' (orange), and 'NEXT' (teal). A large yellow arrow points to the 'NEXT' button.

CONSENT AND SUBMISSION OF APPLICATION

Accept terms and conditions necessary for the evaluation of your accreditation application and continue by clicking the "END" button.

Holy See Press Office - Accreditation system

EN

END

ACCREDITATION REQUEST

APPLICANT ID

DOCUMENTATION

SERVICES

END

Consent to the use of personal data

The Holy See Press Office guarantees that any personal data it may acquire from the User through this accreditation process will be used with absolute confidentiality and exclusively for the purposes of the accreditation procedure, including the recording of personal data and provision of services connected to accreditation by the Holy See Press Office.

Upon guarantee of the same level of confidentiality offered by the Holy See Press Office in handling the data, third party companies may be granted the use of personal data for the purpose of the services they provide.

For any controversy arising concerning the use of personal data, the Court of the Vatican City State will be the only one competent and the laws thereby active will be applicable.

The User consents to the use of his personal data as stated above.

✓ I accept

I hereby agree to respect the ethical norms of the journalistic profession, particularly those concerning the embargo.

✓ I accept

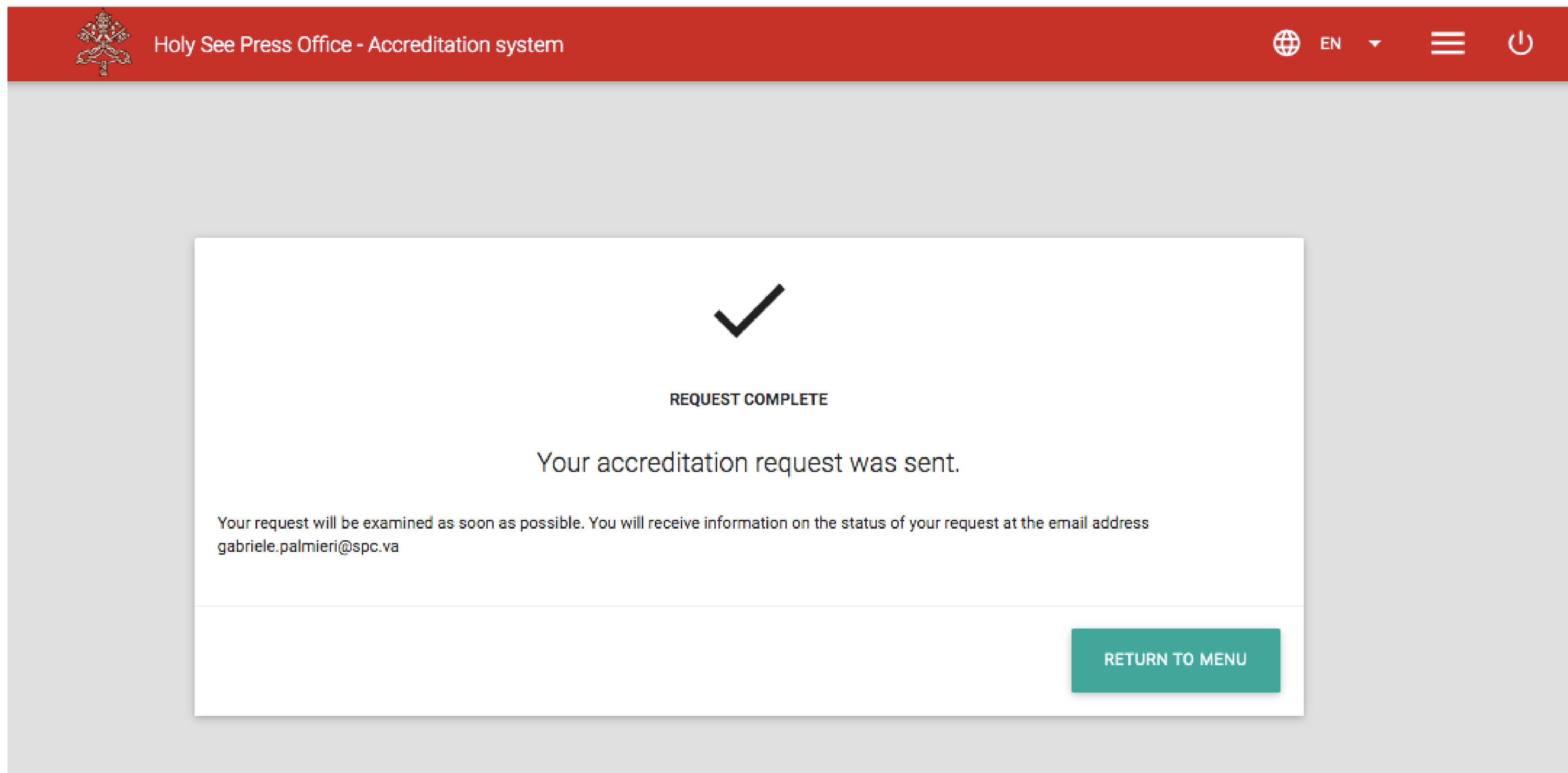
I hereby agree to carry out video and photo shoots only in authorized locations and to use them only for news purposes, exclusively where there a relevant interest to their publication or dissemination due to public interest concerning news facts or events.

✓ I accept

CLOSEBACKSUBMIT



If you have completed the procedure correctly you will see the following screenshot.



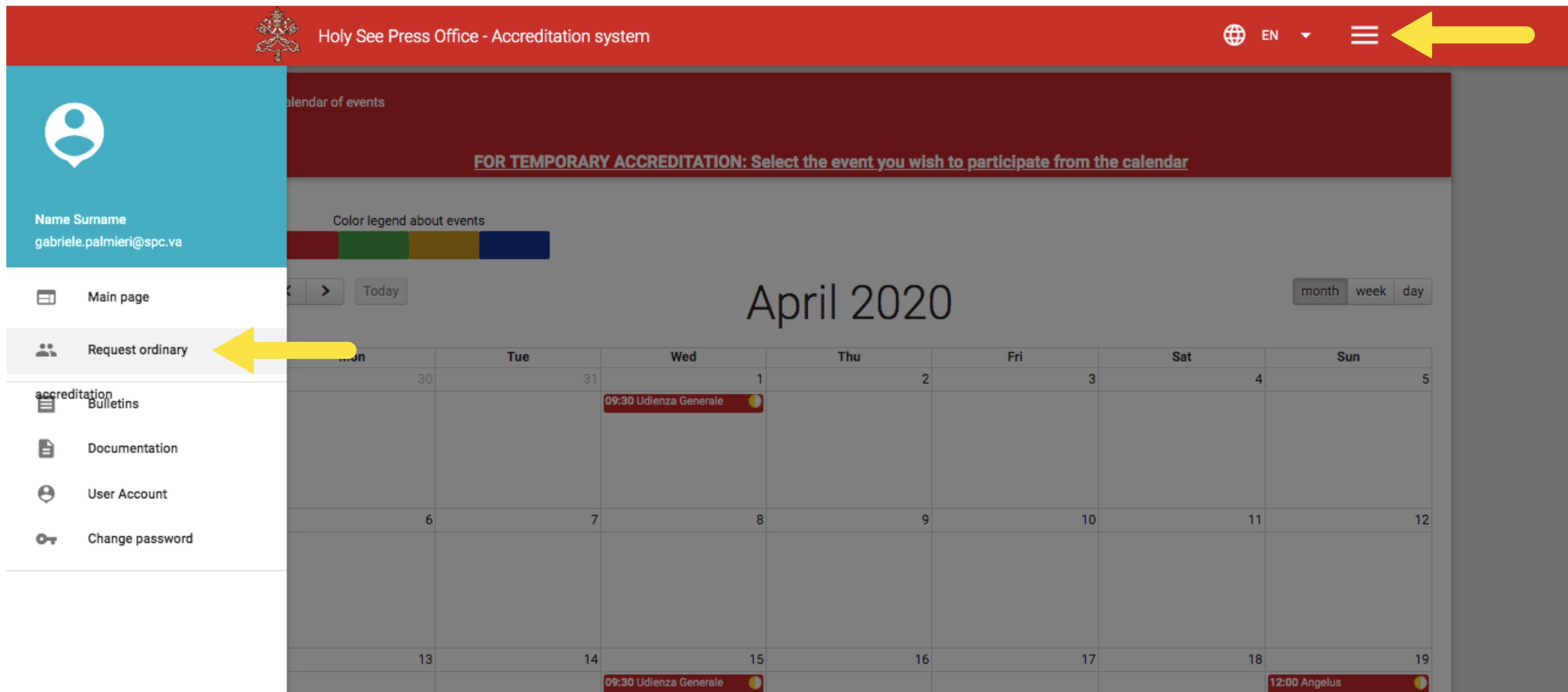


ORDINARY ACCREDITATION REQUEST

4 REQUEST ACCREDITATION

ORDINARY ACCREDITATION REQUEST

To apply for an ORDINARY accreditation, you will need to follow steps 1-2-3 illustrated above.
Once you have accessed your Reserved Area, select the Menu button at the top right, marked by three lines, and select "Request Ordinary Accreditation" from the menu on the left.



Holy See Press Office - Accreditation system

EN

Calendar of events

FOR TEMPORARY ACCREDITATION: Select the event you wish to participate from the calendar

Color legend about events

April 2020

month week day

Mon Tue Wed Thu Fri Sat Sun

30 31 1 2 3 4 5

09:30 Udienza Generale

6 7 8 9 10 11 12

13 14 15 16 17 18 19

09:30 Udienza Generale

12:00 Angelus

Main page

Request ordinary

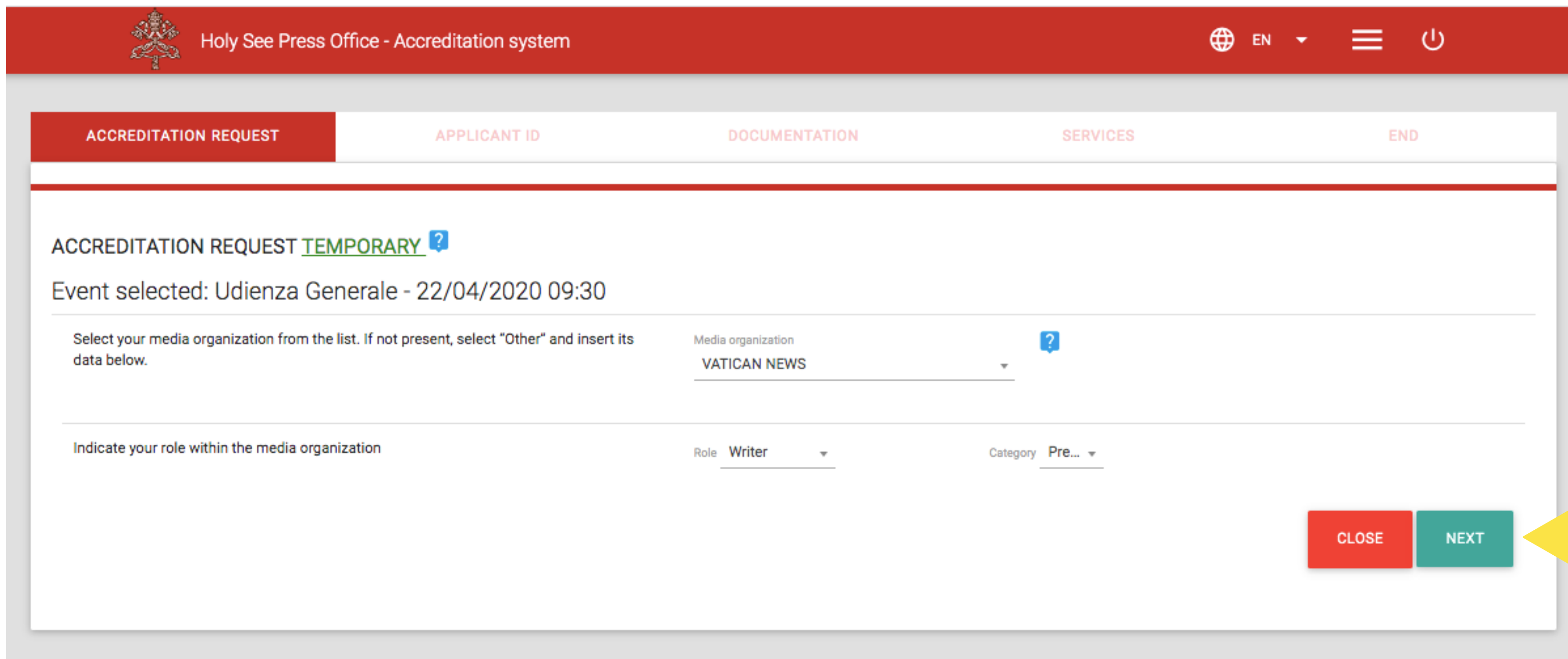
accreditation Bulletins

Documentation



User Account

Change password

Check that the information in the first step of the application is correct and continue by selecting "NEXT".




The screenshot shows the 'Holy See Press Office - Accreditation system' interface. The top navigation bar is red with the Holy See logo, the title 'Holy See Press Office - Accreditation system', and icons for language (EN), menu, and power. Below the navigation bar is a horizontal tab bar with five tabs: 'ACCREDITATION REQUEST' (active, red), 'APPLICANT ID', 'DOCUMENTATION', 'SERVICES', and 'END'. The main content area is white and contains the following elements:

- ACCREDITATION REQUEST** TEMPORARY 
- Event selected: Udienza Generale - 22/04/2020 09:30
- Select your media organization from the list. If not present, select "Other" and insert its data below.
 - Media organization: VATICAN NEWS 
- Indicate your role within the media organization
 - Role: Writer
 - Category: Pre...
- At the bottom right, there are two buttons: a red 'CLOSE' button and a teal 'NEXT' button. A large yellow arrow points to the 'NEXT' button.

4 REQUEST ACCREDITATION

USER REGISTRATION

Enter your personal data and continue by selecting "NEXT".

Holy See Press Office - Accreditation system

EN

ACCREDITATION REQUEST

APPLICANT ID

DOCUMENTATION

SERVICES

END

APPLICANT'S PERSONAL DATA

Address

City

CAP

Country of residence

Prefix

Telephone

Prefix

Mobile

Email

Confirm Email

xxx.xxx@com

xxx.xxx@com

Document type

Document No.

Select

Issued by

Issue date

Expiry date

Birth country

Birth place

CLOSE



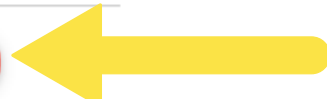


















BACK

NEXT

4 REQUEST ACCREDITATION

ORDINARY ACCREDITATION DOCUMENTATION

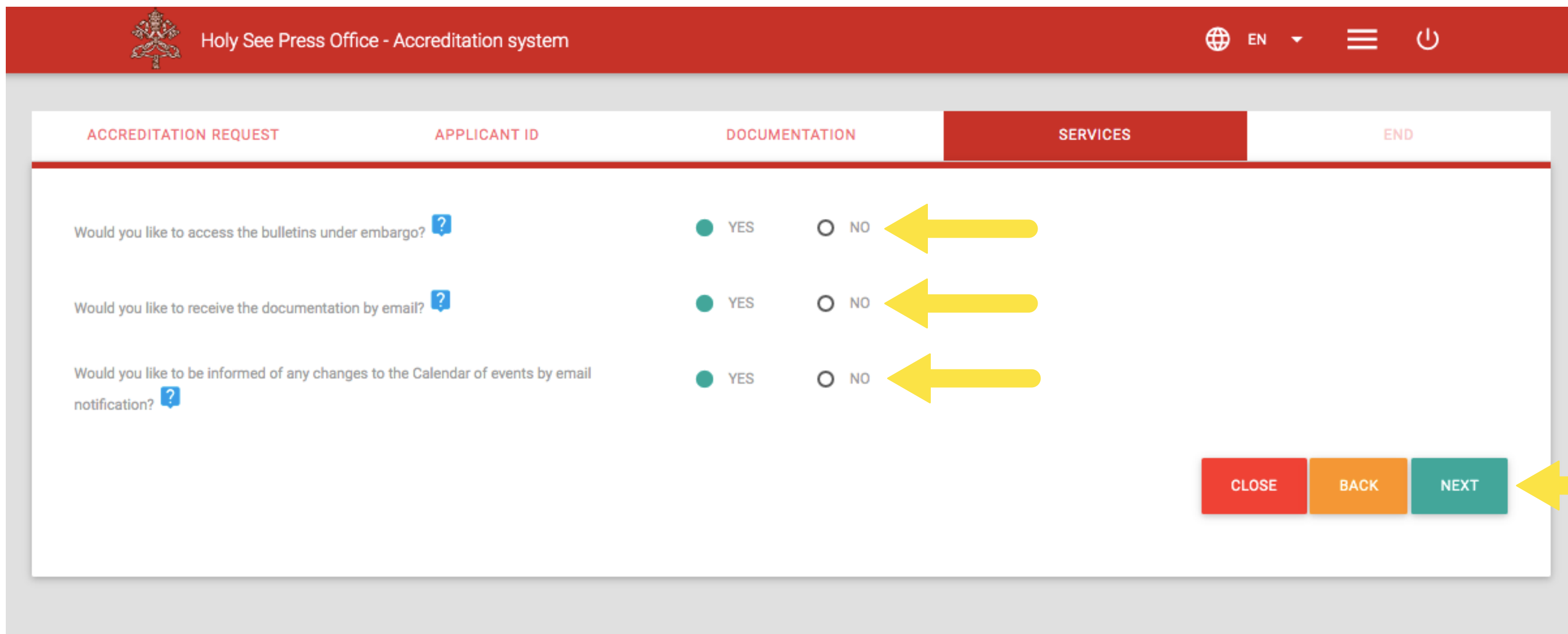
Upload the required documentation in the indicated file extension by clicking the + button.
To request ORDINARY accreditation, you will have to submit the following documentation:
identity document, passport photo, assignment letter, professional card, certificate of residence in Rome, Curriculum Vitae and 10 articles/radio services (writers/editors) or links to 10 video services (correspondents) or 10 photos (photographers).

ACCREDITATION REQUEST	APPLICANT ID	DOCUMENTATION	SERVICES	END
Date of insertion	Document type	Format	Status	
	Identity Card ?	.pdf,.jpeg,.jpg,.png	Upload	  
	Passport sized photo ? <small>The attached document must be legible and properly oriented</small>	.jpeg,.jpg,.png	Upload	  
	Letter requesting accreditation ?	.pdf,.jpeg,.jpg	Upload	  
	Press Card ?	.pdf,.jpeg,.jpg,.png	Upload	  
	Certificate of residence ?	.pdf,.jpeg,.jpg,.png	Upload	  
	Curriculum vitae ?	.pdf	Upload	  
			Articles (load 10 articles on PDF format)	 
<div>CLOSE BACK NEXT </div>				




4 REQUEST ACCREDITATION

USE OF ORDINARY ACCREDITATION SERVICES

If you are interested, select the services offered and continue by selecting "NEXT".
These services include: "Access to the embargoed area", "Receive documentation via email",
"Receive email notifications Event Calendar".




The screenshot shows the 'Holy See Press Office - Accreditation system' interface. The top navigation bar is red and contains the Holy See logo, the text 'Holy See Press Office - Accreditation system', a language selector set to 'EN', a menu icon, and a power icon. Below the navigation bar is a table with five columns: 'ACCREDITATION REQUEST', 'APPLICANT ID', 'DOCUMENTATION', 'SERVICES', and 'END'. The 'SERVICES' column is highlighted in red. The table contains three rows of service selection questions. Each row has a question, a 'YES' radio button (which is selected), and a 'NO' radio button. Yellow arrows point to the 'NO' radio buttons in each row. At the bottom right of the table, there are three buttons: 'CLOSE' (red), 'BACK' (orange), and 'NEXT' (teal). A yellow arrow points to the 'NEXT' button.




ACCREDITATION REQUEST	APPLICANT ID	DOCUMENTATION	SERVICES	END
Would you like to access the bulletins under embargo? 		<input checked="" type="radio"/> YES <input type="radio"/> NO		
Would you like to receive the documentation by email? 		<input checked="" type="radio"/> YES <input type="radio"/> NO		
Would you like to be informed of any changes to the Calendar of events by email notification? 		<input checked="" type="radio"/> YES <input type="radio"/> NO		

CLOSE **BACK** **NEXT**

CONSENT TO CONDITIONS AND SEND APPLICATION

**Accept to the conditions necessary for the eventual granting of accreditation
and continue by selecting “END”**

 Sala Stampa della Santa Sede - Sistema di Accreditamento

 IT  

RICHIESTA ACCREDITO

RICHIEDENTE

DOCUMENTAZIONE

SERVIZI

FINE


Consenso al trattamento dei dati personali

La Sala Stampa della Santa Sede garantisce che i dati personali dell'Utente di cui dovesse venire a conoscenza a seguito della presente richiesta di accreditamento verranno trattati con la massima riservatezza ed esclusivamente per le finalità che rientrano nella procedura di accreditamento, ivi inclusa l'archiviazione dei dati personali e l'erogazione dei servizi forniti dalla Sala Stampa della Santa Sede all'Utente in relazione allo stesso accreditamento.


Eventuali società terze fornitrici di servizi, previa garanzia del trattamento dei dati con lo stesso livello di riservatezza garantito dalla Sala Stampa della Santa Sede, potranno venire a conoscenza dei dati personali dell'Utente.

Per ogni eventuale controversia in merito al trattamento dei dati personali sarà esclusivamente competente il Tribunale dello Stato della Città del Vaticano e si applicherà il diritto sostanziale ivi operante.


L'Utente acconsente al trattamento dei propri dati personali nella maniera sopra indicata.

☒ Accetto 

Mi impegno a rispettare le norme etiche della professione giornalistica, in particolare quelle relative all'embargo.


☒ Accetto 

Mi impegno ad effettuare le riprese filmate e fotografiche nei soli luoghi autorizzati e ad utilizzarle per sole finalità di cronaca, nei limiti in cui sussista un interesse attuale alla pubblicazione o diffusione in quanto connesse ad un interesse pubblico all'informazione circa fatti e avvenimenti di attualità.

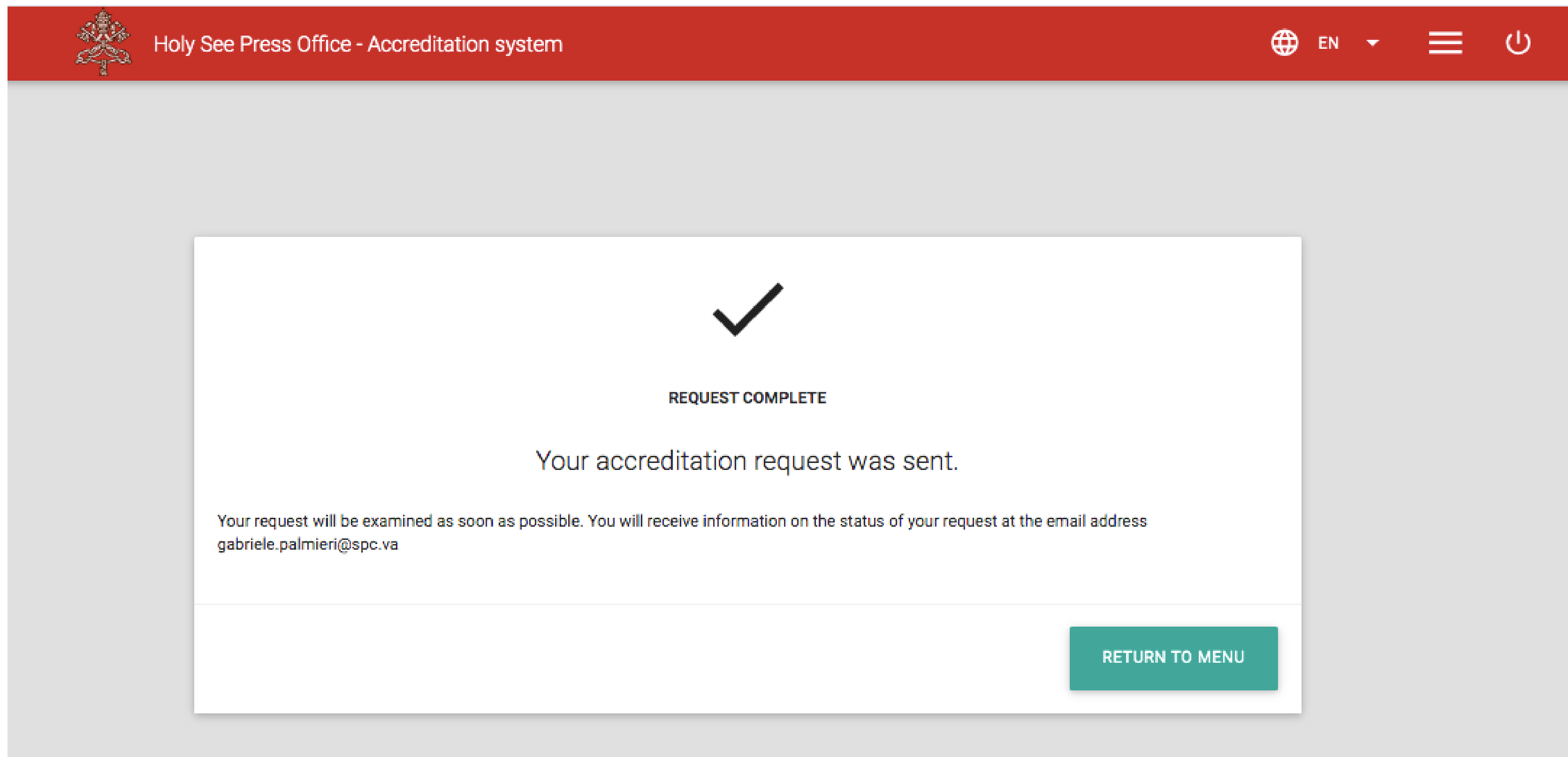
☒ Accetto 

CHIUDI

INDIETRO

FINE 

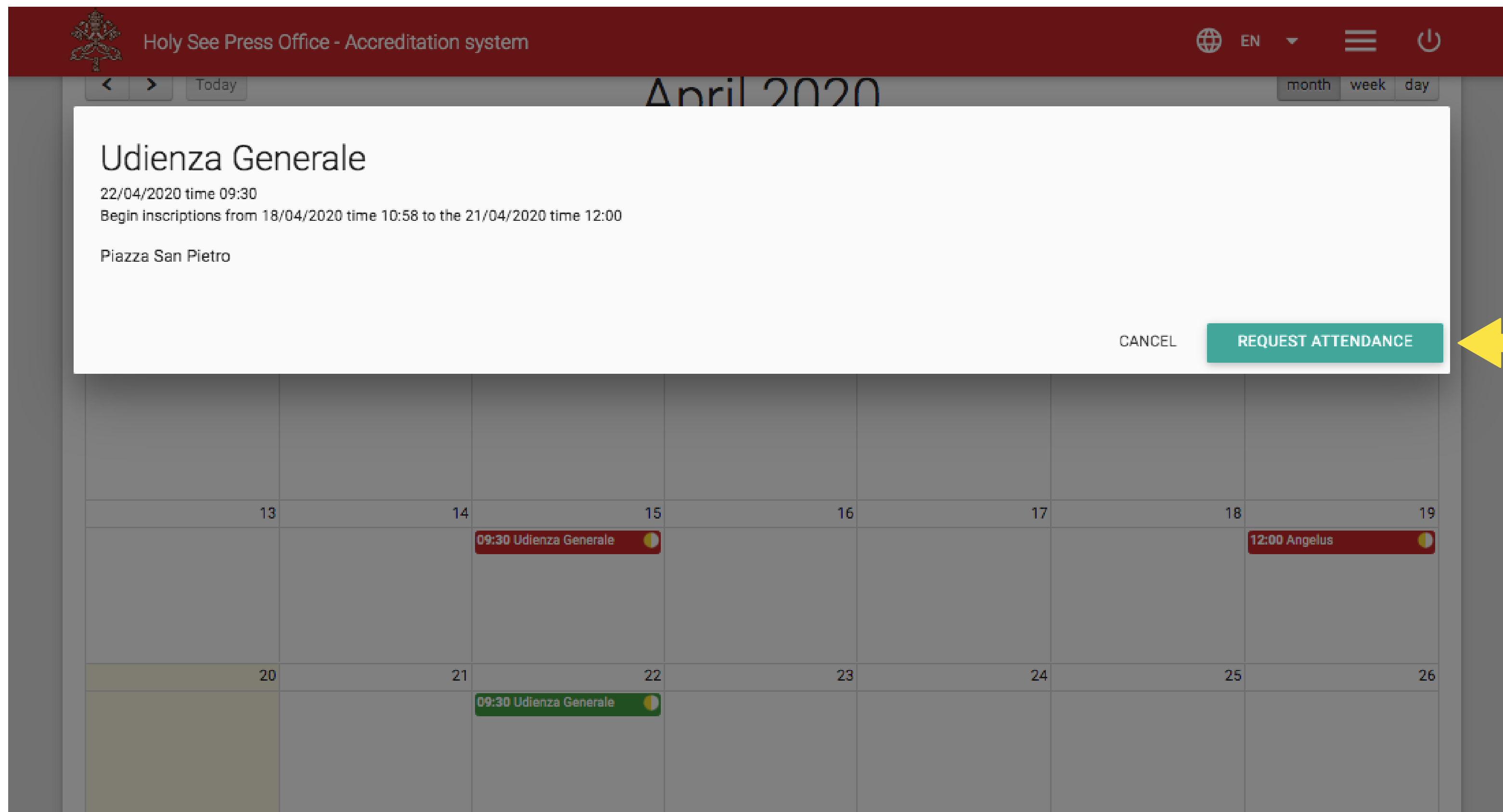
If you have completed the accreditation procedure correctly you will see the following screenshot.



4 REQUEST ACCREDITATION

REQUEST TO ATTEND ONE OR MORE EVENTS ON THE CALENDAR

To request to attend, select an event from the Calendar.



The screenshot displays the 'Holy See Press Office - Accreditation system' interface. At the top, there is a dark red header bar with the system name, a globe icon, 'EN', a menu icon, and a power icon. Below the header, a calendar for April 2020 is shown. A modal window is open over the calendar, displaying details for the 'Udienza Generale' event on April 22, 2020, at 09:30. The modal includes the event title, date and time, inscription period (from 18/04/2020 10:58 to 21/04/2020 12:00), and location (Piazza San Pietro). At the bottom right of the modal are two buttons: 'CANCEL' and 'REQUEST ATTENDANCE'. A yellow arrow points to the 'REQUEST ATTENDANCE' button. The calendar grid shows dates from 13 to 26, with event markers for '09:30 Udienza Generale' on April 15 and 22, and '12:00 Angelus' on April 18.

Holy See Press Office - Accreditation system

April 2020

Udienza Generale

22/04/2020 time 09:30

Begin inscriptions from 18/04/2020 time 10:58 to the 21/04/2020 time 12:00

Piazza San Pietro

CANCEL REQUEST ATTENDANCE

13 14 15 16 17 18 19

09:30 Udienza Generale 12:00 Angelus

20 21 22 23 24 25 26

09:30 Udienza Generale



- **INCOMPLETE/NON-COMPLIANT REQUEST**
- **CANCELLATION OF A REQUEST**

4 REQUEST ACCREDITATION

COMPLETE AN ACCREDITATION APPLICATION LEFT PENDING



Your accreditation application will remain in “DRAFT” status until you have completed all the steps.

In order to modify the request already initiated and to complete it, just select the pencil icon in the "Accreditation requests" section, under the Calendar, and resume the request from where you left it.

Events I have requested to attend

Description

SEARCH

Nr accreditation request	Date	Description	Participation	Operations	
109	22/04/2020	Udienza Generale	Pending		Go to corresponding accreditation request

Showing 1 to 1 of 1 rows

Accreditations requests

Nr	Requested date	Valid Range	Type	Media Organization	Role	Status	Operations
109	20/04/2020	-	Temporary (event)	VATICAN NEWS	Writer	Draft	








UPLOAD DOCUMENTATION REJECTED AS NON-COMPLIANT



If a document submitted does not meet the requirements you will receive an email notification with the reason for rejection. To intervene and upload the correct document to the System, simply select the pencil icon and, in the "Documentation" step, proceed with the deletion and uploading of the new document.

Attenzione - Segnalazioni convalida accredito

Passport sized photo: Invalid format

ACCREDITATION REQUEST	APPLICANT ID	DOCUMENTATION	SERVICES	END
Date of insertion	Document type	Format	Status	
20/04/2020 12:17:41	Identity Card ?	.pdf,.jpeg,.jpg,.png	Accepted	 
20/04/2020 12:17:11	Passport sized photo ? <small>The attached document must be legible and properly oriented</small>	.jpeg,.jpg,.png	Replace 	 
20/04/2020 12:18:25	Letter requesting accreditation ?	.pdf,.jpeg,.jpg	Accepted	 

CLOSE BACK NEXT



If you want to delete a request to attend a certain event on the Calendar, either if it is still "under evaluation" or if already "approved", select the "Trash" icon in the section "Events I have requested to attend", below the Calendar, and proceed with cancellation.

Cancel the request to participate in the event ?

CANCEL

DELETE

🔍 Description

SEARCH

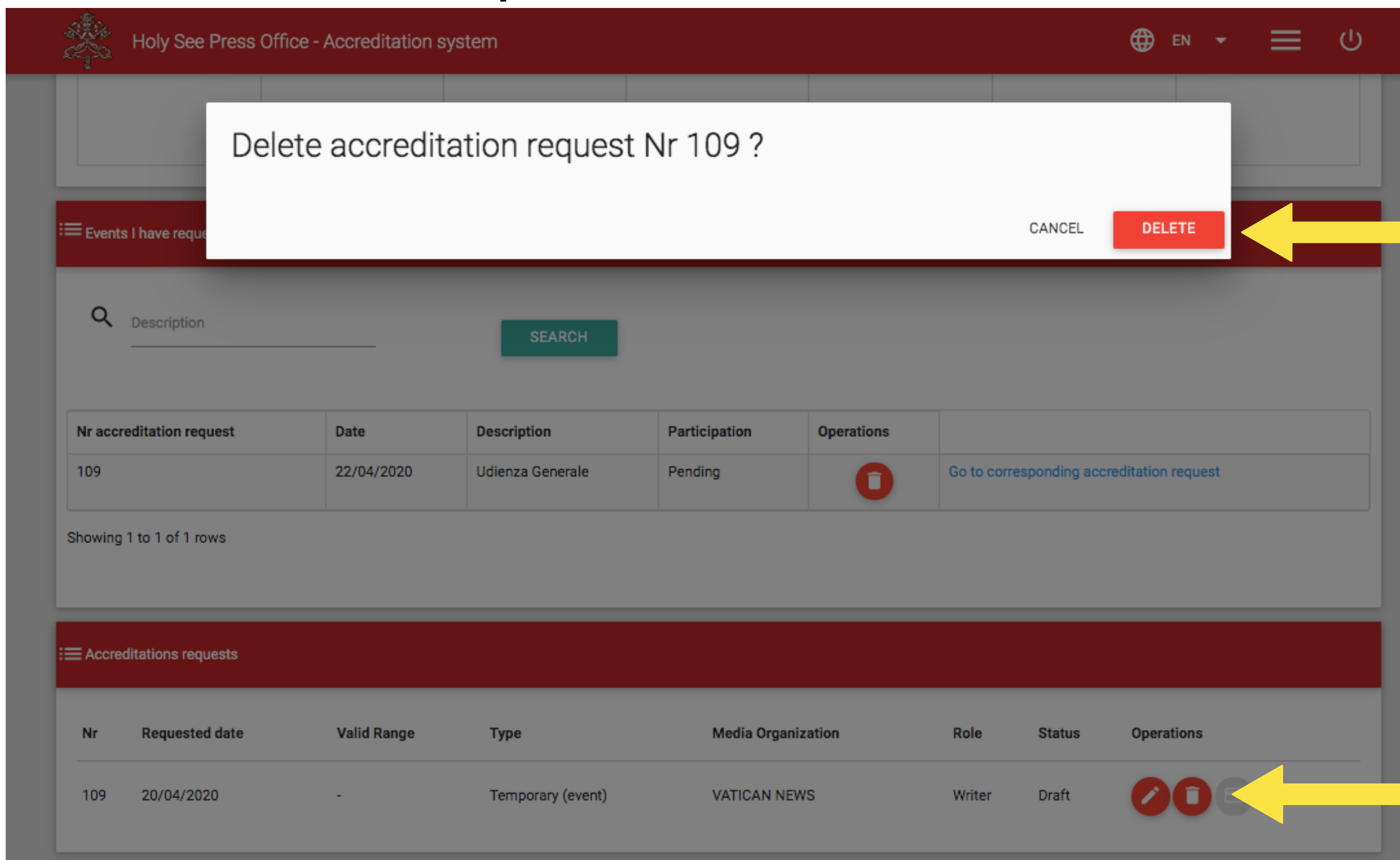
Nr accreditation request	Date	Description	Participation	Operations	
109	22/04/2020	Udienza Generale	Approved		Go to corresponding accreditation request

Showing 1 to 1 of 1 rows

DELETE AN ACCREDITATION APPLICATION



If you wish to cancel an accreditation request, if still in "DRAFT" status, select the "Trash" icon in the "Accreditation Requests" section below the Calendar, and proceed with cancellation.



Holy See Press Office - Accreditation system

EN


Events I have requested

Delete accreditation request Nr 109 ?

CANCEL DELETE




Description

SEARCH

Nr accreditation request	Date	Description	Participation	Operations	
109	22/04/2020	Udienza Generale	Pending		Go to corresponding accreditation request

Showing 1 to 1 of 1 rows

Accreditations requests

Nr	Requested date	Valid Range	Type	Media Organization	Role	Status	Operations
109	20/04/2020	-	Temporary (event)	VATICAN NEWS	Writer	Draft	  

4

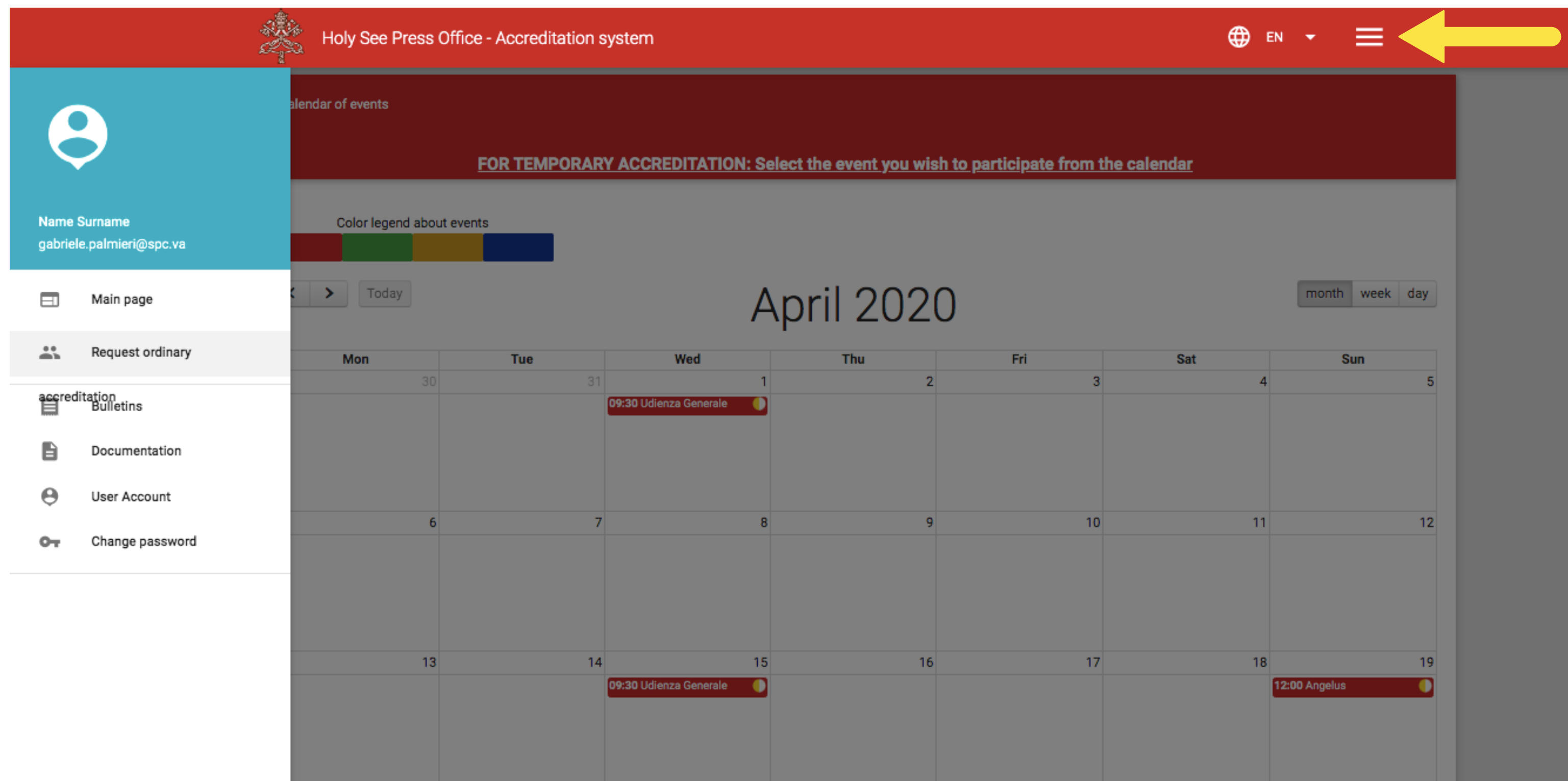
REQUEST ACCREDITATION



SALA STAMPA DELLA SANTA SEDE

RESERVED AREA

By clicking on the Menu at the top right, marked by three lines, you can access the Bulletins and Documentation area, view your User Account, and change your password.



Holy See Press Office - Accreditation system

EN

Calendar of events

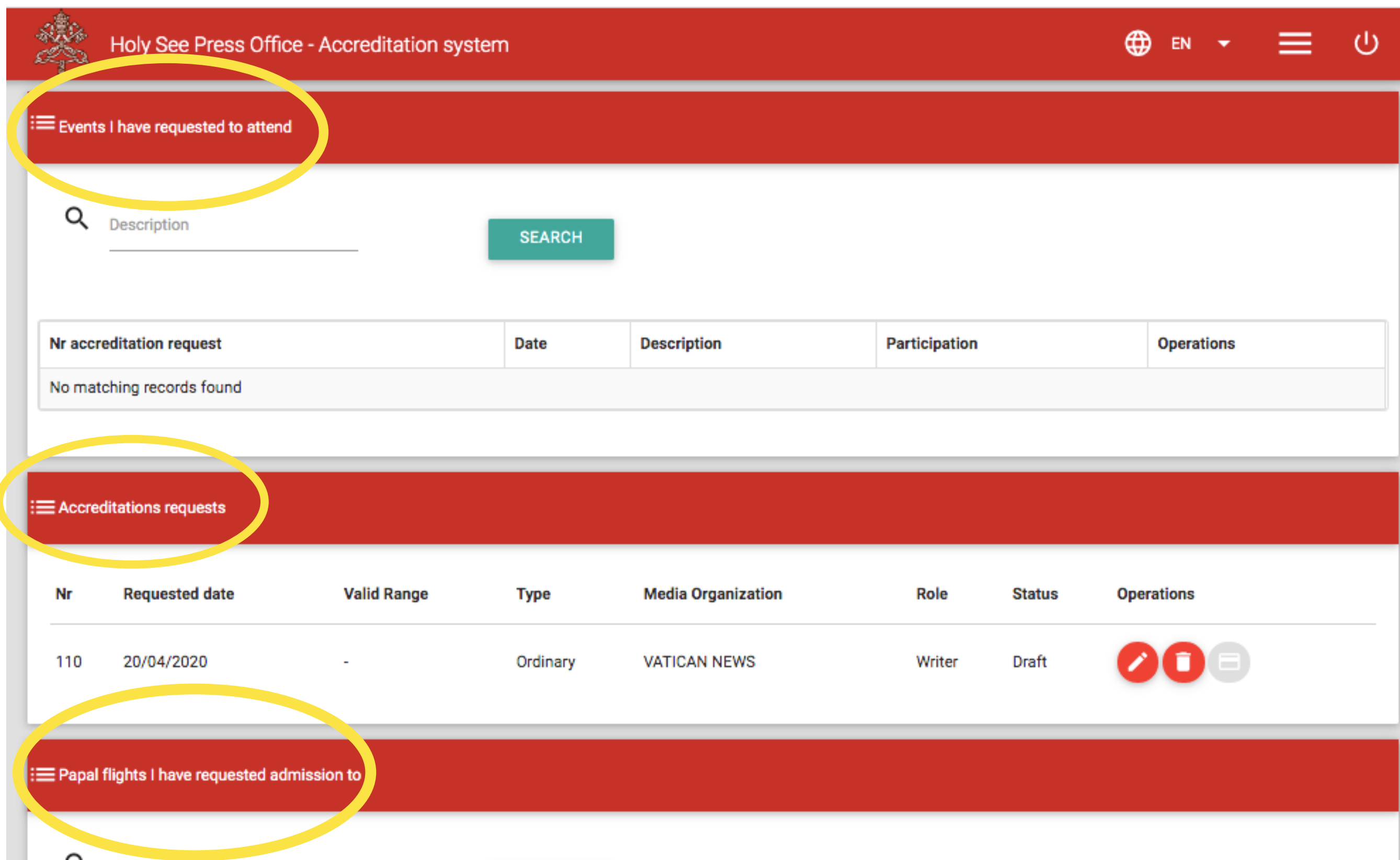
FOR TEMPORARY ACCREDITATION: Select the event you wish to participate from the calendar

Color legend about events

April 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 09:30 Udienza Generale	2	3	4	5
6	7	8	9	10	11	12
13	14	15 09:30 Udienza Generale	16	17	18 12:00 Angelus	19

Scrolling down the page of your Reserved Area, you will find the sections: "Accreditation Requests" and "Events I requested to attend" and the section "Papal Flights I requested admission to".



Holy See Press Office - Accreditation system

EN




Events I have requested to attend

Description

SEARCH

Nr accreditation request	Date	Description	Participation	Operations
No matching records found				

Accreditations requests

Nr	Requested date	Valid Range	Type	Media Organization	Role	Status	Operations
110	20/04/2020	-	Ordinary	VATICAN NEWS	Writer	Draft	  


Papal flights I have requested admission to

In the above sections you can view the status of your application for accreditation and participation in an event. For a participation request you can view the following statuses: "Draft, To Validate, Validation in progress, To be modified, Compliant Request, Payment pending, Approved". For an event attendance request, corresponding to an accreditation application, you can view the following status: In Evaluation, Approved, Rejected".

Events I have requested to attend




Description

SEARCH

Nr accreditation request	Date	Description	Participation	Operations	
108	22/04/2020	Udienza Generale	Pending		Go to corresponding accreditation request

Showing 1 to 1 of 1 rows

Accreditations requests

Nr	Requested date	Valid Range	Type	Media Organization	Role	Status	Operations
108	20/04/2020	-	Temporary (event)	VATICAN NEWS	Writer	Compliant request	  

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NON-COMPLIANT REQUEST**

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**CANCELLATION
REQUEST MADE**

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RESERVED AREA

FAQ

Frequently Asked Questions

What is temporary accreditation?

Temporary accreditation allows journalists/media operators to participate in a given event or several events taking place within a limited time frame

What is ordinary accreditation?

Ordinary accreditation is reserved only for journalists/media operators who reside permanently in Rome and is characterised by more extensive validity than temporary accreditation

The event I would like to attend is not in the Online Calendar

As a rule, events are published in the Online Calendar on a weekly basis.

Please check the Calendar closer to the event and proceed with the accreditation request as soon as the event is available. If the event is approaching but is still not yet available on the Online Calendar, write to the Media Operations and Accreditation Sector at accreditamenti@salastampa.va

I cannot upload a document to the System

Check that the file is in the required format. Ensure that the file is not larger than 3MB; If so, compress the file and reload it

I have received an email regarding an invalid document. How do I resubmit the correct document?

Go to the "Accreditation Requests" section under the Event Calendar, then go to the "Documentation" step. Delete the invalid documentation by selecting the "Trash" icon, then reload the correct documentation by selecting the "+" icon

My request for accreditation is in "Compliant Request" status, what does that mean?

Your request is in the "Compliant Request" status if the documentation sent is correct and complete

Can I attend the event requested?

You can attend the requested event if you receive an email confirmation of participation. In the "Events I have requested to attend" section, under the event calendar, under “Participation”, the status “Approved” will appear

I do not have a professional card, what do I do?

You can upload an equivalent document or proceed by leaving the step incomplete.

I don't have a certificate of residence, can I upload another equivalent document?

As an alternative to the certificate of residence, you can upload a certificate attesting to your permanent domicile in Rome (Identity card with the current address of residence in Rome, recent invoice, rental contract, other document that has official validity)

When can I pick up my accreditation badge?

You can pick up your accreditation badge as soon as you receive an email notifying you that your accreditation request has been accepted

I am unable to pick up my accreditation badge personally

If you are unable to collect your accreditation badge personally you can delegate another person with written authorisation and a copy of your identity document

I am unable to come to pick up my accreditation badge at the indicated times

If you cannot collect your accreditation badge at the indicated times you can contact the Media Operations and Accreditation Sector by email (accreditamenti@salastampa.va) or by phone (+39 (6) 69845600)

I have lost my accreditation badge

In case of loss you can request a duplicate of the badge by presenting a copy of the Report presented to the competent Public Security Authority (Gendarmerie of the Vatican City State or General Inspectorate of Public Security at the Vatican)

I am freelance - can I apply for accreditation?

Yes, you can. You will need to submit a letter of request as a freelancer and a certificate from the Ministry of Foreign Affairs or the diplomatic representation of the country where you reside. Alternatively, you can submit an assignment letter from one of the media organisations for which you work

I am making a documentary; can I apply for accreditation?

If you are making a documentary or your project does not require immediate news coverage, you will have to address your request to the Media Projects Office of the Dicastery for Communication, at: info@mediaprojects.va