



---

## PRECLEARANCE ACCESS POLICIES & PROCEDURES

The following policies and procedures apply to the PreClearance Access Program for the Washington Avenue Entrance of the Alabama State House, which is located on the south side of the building facing Washington Avenue and closest to the corner of Washington Avenue and Union Street. These policies and procedures are subject to change or modification at any time, as determined by authorized legislative personnel.

### ***PRECLEARANCE ACCESS USE & RESTRICTIONS:***

- As an exception to the policies and restrictions applicable to general use of the Washington Avenue entrance, individuals who meet the requirements for PreClearance Access and who have completed the PreClearance Registration Process may use the Washington Avenue entrance anytime the door is open for public use in accordance with all applicable building policies.
- PreClearance Access is only available to state agency heads and agency employees designated by the agency head as governmental affairs designees (the number of permitted PreClearance designees per agency shall be set by the Program Directors), and to lobbyists who are registered with the Alabama Ethics Commission, all of whom must have completed the State House PreClearance Access Registration Process.
- To utilize PreClearance Access, individuals upon entry must present an approved photo identification card that authorizes the identified individual for PreClearance Access and must also register their presence in the State House using the visitor's log or digital database log as determined and provided by authorized legislative personnel. The PreClearance Access Badges shall be worn in plain sight at all times while such persons are in the State House unless the individual instead chooses to display in plain sight an alternative State House ID Badge approved for such individual by applicable legislative personnel.
- Individuals authorized for PreClearance Access are generally not subject to a security screening of their person or their belongings/property. Provided, however, that at any time, precleared individuals and/or their personal effects/property may be required to submit to a security screening prior to entry or while in the building or on the premises, and any oversized bags or packages (including large or oversized purses, briefcases, or other containers) may be required by security personnel to go through security screening procedures, such as x-ray machine screening.
- Individuals with PreClearance Access who are not physically disabled or handicapped should yield to any such individuals seeking access to the Washington Avenue entrance at the same time.
- **Individuals with PreClearance Access agree to be bound by all applicable State House rules and policies, and violators are subject to have their PreClearance Access suspended or revoked in addition to any applicable criminal or civil penalties.**
- **The PreClearance Access rules and policies are subject to change or modification from time to time and at any time, as determined by the Legislative Council, or by the PreClearance Access Program Directors, in accordance with these policies and procedures. Additionally, the Program Directors may deny any individual PreClearance Access from time to time or at any time for any lawful reason or purpose.**

### ***APPLICATION:***

- Registered Lobbyists and Governmental Affairs Designees of State Agencies, including State Agency Heads, may apply for PreClearance Access using the forms approved and provided by the PreClearance Access Program Directors.
- All applications for PreClearance Access must be submitted to the PreClearance Access Administrative Designee for processing.
- All PreClearance Access Application Forms must be fully completed and all required information must be provided to the Administrative Designee in order to be eligible for PreClearance Access.

- All application forms and required information for PreClearance Access applicant consideration shall be established by the Program Directors, **except that applications shall require, at a minimum, the inclusion of a criminal background check at least once every quadrennium.**
- No information shall be required for application for PreClearance Access except that which is established by the Program Directors.
- **Registration shall be required annually in the time and manner as established and prescribed by the Program Directors.**
- All completed PreClearance Access applications submitted to the Administrative Designee shall be reviewed by the Program Directors for approval.
- If the Program Directors determine that a PreClearance Access Application was complete and contained all required information, then such application shall be granted unless an objection to the application is made by one or more Program Directors.
- If an application is denied for any reason, the applicant may reapply in accordance with policies and procedures approved by the Program Directors.
- All approved applicants shall receive a PreClearance Access Badge that displays photo identification of the approved individual, as well as the individual's name and their agency or firm. These badges shall be worn in plain sight at all times while such persons are in the State House unless the individual instead chooses to display in plain sight an alternative State House ID Badge approved for such individual by applicable legislative personnel.

***ADMINISTRATION:***

- PreClearance Access shall be regulated and administered by the Program Directors in accordance with these policies and procedures. The Program Directors shall consist of the House Clerk, the Legislative Services Agency Director, and the Secretary of the Senate.
- Applications shall be processed and maintained through a PreClearance Access Administrative Designee that is appointed by the Program Directors.
- The Administrative Designee shall ensure that applications and all required forms shall be provided to any qualified person requesting such application for PreClearance Access.
- Application information for PreClearance Access shall be conspicuously posted on the Legislature's website.
- All PreClearance Access Applications and required information submitted to the Administrative Designee shall be forwarded to the Program Directors, or their designee.
- If one or more Program Directors object to a PreClearance Access Application, the application shall be denied and PreClearance Access shall not be granted. Any PreClearance Access Application not objected to by one or more Program Directors within 30 days of receipt of the application, or at such other time as established by the Program Directors, shall be considered approved.
- Program Directors shall promptly inform all other Program Directors and the Administrative Designee of any objection to an individual's application for PreClearance Access.
- The Administrative Designee shall consider, for processing purposes, any application for PreClearance Access as approved if not objected to by a Program Director at the expiration of 30 days from notice to the Program Director of such application, or at such other time as established by the Program Directors.
- **Notwithstanding any other provision herein, one or more Program Directors may object to an individual's PreClearance Access at any time or for a period of time, and such individual's PreClearance Access shall be terminated or suspended accordingly.**
- Upon approval, the Administrative Designee shall enter the applicants name, agency or firm, and other information required by the Program Directors into the PreClearance Access software system provided to the Administrative Designee by the Council.
- Unless determined otherwise by the Program Directors, the Administrative Designee shall use the council-provided badge maker system to enter approved applicant's information and photograph into the badge maker system and use the system to print PreClearance Access Badges for approved applicants and provide such badges to the approved applicants.
- In accordance with directions and instructions from the Program Directors, the Administrative Designee shall: (1) Keep a file of all applications and applicants, approved or denied, on the council-provided computer and software systems for

PreClearance Access use; and (2) promptly deactivate any PreClearance Access Badges upon termination or suspension of the individual's PreClearance Access by the Program Directors or upon expiration of the PreClearance Access approval and/or the failure of the individual to reapply for PreClearance Access during the time or timeframes established by the Program Directors.

- In accordance with procedures established by the Program Directors, individuals utilizing PreClearance Access must register their use of the program and entry into the building using the electronic card reader system for PreClearance Access; or, alternatively, if the card reader system is not operational at the time of entry, a signed registration of entry using a written visitor log provided by State House security personnel that indicates a valid individual with a PreClearance ID Badge was presented by the individual to State House security upon entry.
- Upon request, the Administrative Designee shall promptly provide the Council or any Program Director, or their designee, with registered PreClearance Access users and/or historical records of PreClearance Access usage by individual users or in total.
- **The Program Directors may adopt additional policies or procedures for the regulation and administration of PreClearance Access that are not inconsistent with these policies and procedures.**

###

10.2.25 COUNCIL MEETING ACTION

---

**Approved by the Council without dissent on 10/02/25.**