

AUTHORIZATION FOR PICTURES + PHOTOGRAPHIC AND VIDEO EQUIPMENT

This CMS form must be completed and approved prior to taking photographs, videos, or being in possession of photographic equipment on CMS property.

PART I AND II TO BE COMPLETED BY REQUESTER (Please type or print)

See page 2, **CMS POLICY**, before completing.

PART I

Complete all appropriate boxes.

Employee's extension:

Date of Request:

Applicant's Name:
(PRINT CLEARLY)

(Last)

(First)

(Middle)

Bureau/Office or Division:

Employee's Location:

Name of Supervisor:
(Printed)

Supervisor's Extension:

Supervisor's Signature:

Please complete the following

Date pictures will be taken:

Time pictures will be taken:

Exact location(s) pictures will be taken:

Name of individual(s) taking pictures:

Type of equipment being used:

Owner of equipment:

PART II JUSTIFICATION

Justification: Please explain the reason why you are requesting to photograph or have photographic equipment at the CMS complex.

Signature of Applicant:

Security and Safety Staff Authorization signed by:

DATE APPROVED:

Comments:

Centers for Medicare & Medicaid Services Policy for Pictures and Photographic Equipment

EFFECTIVE NOVEMBER 2014

Photographic equipment, regardless of ownership, and picture taking or video filming on CMS property must be approved in writing via the completion and approval of a CMS-20001. This form must be approved by the Division of Critical Infrastructure Protection (DCIP). This restriction ensures compliance with the CMS mandate to protect Privacy Act and other sensitive information and ensures compliance with the requirements of Title 41, Section 102-74.420 of the Code for Federal Regulations. Security Officers are directed to prevent the entry and/or removal of photographic equipment or to interrupt photographing or filming sessions unless they have been provided with documentation stating that the activity is approved.

Please contact DCIP at security@cms.hhs.gov if you have any questions regarding the use of photographic or video equipment on CMS property.

Approval of this form by DCIP staff does not allow the photographing or filming of security staff, equipment, policies, or procedures.

Applicant's Signature