

CITY OF WICHITA ACCESS CARD INFORMATION SHEET

BASIS Procedures have been established to allow adequate access to City Hall in compliance with state law, balancing employee and governmental interests in maintaining a secure public building, providing security to citizens and the municipal court while recognizing the need to provide speedy and timely access to individuals who have a need to frequently enter City Hall to attend meetings or conduct business.

Citizen Access Cards (CAC) may be issued pursuant to certain requirements to non-City employee personnel. Citizen Access Cards are valid for a period of one year.

“**Citizen Access Card (CAC)**” means a pass issued to non-employees including but not limited to city board appointees, media personnel, private citizens, elected officials from other jurisdictions and attorneys who enter City Hall to attend meetings or conduct official business on a re-occurring basis. The pass authorizes the holder to by- pass adequate security measures and security screening during public access hours.

LEGAL REFERENCE

Administrative Regulation 5.5 of the City of Wichita, Kansas.

REGULATIONS

Public access to City Hall is from 7:30 AM to 5:30 PM on all regular business days, excluding holidays.

The applicant may not be under 18 years of age, may not have been convicted or released from any imprisonment following a conviction of any disqualifying offense within five (5) years of submitting the application.

If applicant is not a conceal carry permit holder, authorization is required for the Wichita Police Department (WPD) to obtain a criminal background check from the KS Bureau of Investigation. Authorization is required to allow WPD Security Section to review any public records relating to the applicant’s background.

The Citizen Access Card (CAC) application can be picked up at City Hall Security, at the Business Licensing Window in the Express Office, or online at www.wichita.gov. There is not an online application process. The application must be completed in its entirety and signed before being submitted with the appropriate non-refundable fee. The downloaded application may be printed and completed or may be filled out on-screen before printing a hardcopy to sign and submit at City Hall.

Citizens that apply for the CAC should expect a minimum of 30 days to turn around for approval. Once the application is approved it is up to the citizen to arrange a time to have their access card made for them at the City of Wichita Human Resources Division (2nd floor of City Hall).

Citizen Access Cards (CAC) are non-refundable and non-transferrable.

ENFORCING AUTHORITY

Wichita Police Department

FEES

For those with concealed carry permits (annually).....\$15.00
For those without a concealed carry permit (annually)\$25.00

Due annually. Allow a minimum of 30 days for application processing and approval.