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**MEMBERS' STAFF HOUSES OF PARLIAMENT
PASS APPLICATION, SECURITY & VERIFICATION QUESTIONNAIRE**

IMPORTANT: PLEASE READ THE STATEMENT AND POLICY ON PAGES 2 & 3 BEFORE COMPLETING THE FORM.

Read the following instructions carefully.
Please complete the questionnaire in black ink using BLOCK LETTERS. Check that you have completed ALL the questions, have provided an answer in all the spaces and provided all necessary original documentation. Where a question is not applicable or the answer is not known or not easily obtainable, enter N/A or N/K respectively. Blank spaces, N/K or missing documentation responses may cause delay to your clearance. Extra space to answer questions is available on continuation page 11. Remember to complete the declarations on pages 9 and 16.

GENERAL DETAILS

Full name

Job Title

Home telephone no. Mobile telephone no.

Member's Name:

Constituency (if applicable):

Email address

Indicate with a tick if you have completed a security questionnaire before.
If you tick Yes, please give full details below.

Yes No

Type of questionnaire

Issuing department, agency or firm Date completed

THIS QUESTIONNAIRE IS THE PROPERTY OF BOTH HOUSES OF PARLIAMENT AND WILL BE TREATED IN CONFIDENCE AT ALL STAGES.

STATEMENT OF HMG PERSONNEL SECURITY AND NATIONAL SECURITY VETTING POLICY

Minimum Personnel Security Controls

1. The Houses of Parliament policy for security vetting is that it should include certain basic checks. These checks include verification of the applicant's identity, employment history, their right to work in the UK and, if appropriate, checks of any unspent criminal records. Within government these controls are described in the Baseline Personnel Security Standard. In addition, the Centre for the Protection of National Infrastructure (CPNI) produces a range of relevant guidance on personnel security and makes similar advice available to the wider national infrastructure. Parliament has adopted these principles in full.

National Security Vetting

2. National security vetting comprises a range of additional checks and may be applied where a risk assessment indicates it is proportionate to do so. The risk assessment process takes account of the access an individual may have to sensitive assets (physical, personnel or information) at risk from a wide range of threats. These threats include: terrorism, espionage, or other actions that could threaten the United Kingdom. The requirements of international agreements concerning the protection of allies' information may also inform such assessments.
3. It is government policy that individuals should not be expected to hold an existing security clearance in order to apply for posts that require vetting, except where such posts are short term and need to be filled urgently.
4. There are three different types of national security vetting clearance: Counter Terrorist Check (CTC), Security Check (SC) and Developed Vetting (DV). Before any such clearance is undertaken the requirements of the Baseline Personnel Security Standard must be met. Whilst the information required and the range and depth of checks undertaken at each level may vary, they are all intended to allow Parliament to assess whether individuals who are to be employed in sensitive posts or critical functions might represent a security risk either directly or indirectly. Applicants for a Parliamentary Pass will normally undergo a CTC only.

Checks

5. Individuals subject to national security vetting (including UK nationals taking up sensitive posts in international organisations) will be asked to provide via questionnaire personal information about themselves, family members and other associates. It may be checked, and retained for future checks, against:
 - Relevant personnel records held by the employing department or Criminal records (both spent and unspent as defined by the Rehabilitation of Offenders Act 1974))
 - Information held by the Security Service.
 - Credit reference agency records
6. The process may also take account of:
 - Financial circumstances generally
 - Third party character references
 - Any medical considerations that could give rise to security concerns
7. Interviews with the vetting subject and referees may be carried out to establish good character and to verify information that has been provided.

Decision Making

8. National security vetting decisions may only be taken by Parliament, Government departments, agencies, the Armed Forces or police forces. All the available information is taken into account to reach a reasoned decision on an individual's suitability to hold a security clearance.
9. Security clearances may be refused or withdrawn where:
 - There are security concerns related to an individual's involvement or connection with activities, organisations or individuals associated with the threats described in this Statement (or any similar new threats that emerge);
 - Personal circumstances, current or past conduct indicate that an individual may be susceptible to pressure or improper influence;
 - Instances of dishonesty or lack of integrity cast doubt upon an individual's reliability;
 - Other behaviours or circumstances indicate unreliability.
10. Wherever possible existing employees will have an opportunity to discuss, comment on and challenge any adverse information that arises. However in certain circumstances it may not be possible to share such information as this could compromise national security, the public interest or third party confidentiality.

Avenues of Appeal

11. Existing employees who are subject to national security vetting and either refused a security clearance or whose clearance is withdrawn may appeal against such decisions. All departments and agencies that carry out national security vetting must provide for an internal appeal process. Where individuals remain dissatisfied they may appeal to the Security Vetting Appeals Panel, an independent body.
12. The Panel will consider the case, review the information and invite the appellant and the organisation to make representations. The Panel will make recommendations to the Head of Department or organisation in the light of its findings as to whether the decision should stand or be reviewed. The Panel may also comment on the security vetting procedures and adequacy of the internal appeal arrangements.
13. There are no national security vetting appeal routes for applicants for employment who are refused a security clearance. Separate arrangements exist for applicants, employees and contractors of the security and intelligence agencies, who may complain to the Investigatory Powers Tribunal. Any individual may apply to an Employment Tribunal if they feel that they have been discriminated against in any part of the recruitment process.

Ongoing Personnel Security Management

14. The national security vetting process provides an assessment of the vetting subject at the time the process is carried out but active ongoing personnel security management is required to ensure that a security clearance maintains its currency. As a minimum this will involve active consideration of the vetting subject's continuing conduct in respect of security matters; it will also require checks to be repeated at regular intervals.
The HMG Personnel Security Controls booklet can be viewed on the Cabinet Office website at:
<http://www.cabinetoffice.gov.uk/sites/default/files/resources/hmg-personnel-security-controls.pdf>
15. As part of the Baseline Personnel Security Standard verification process we will need you to send us an **original** utility bill, bank statement (issued within the last six months) **OR** both parts of your driving licence **AND** one of the original documents below:
 - A passport showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
 - A passport or national identity card showing the holder is a national of a European Economic Area country or Switzerland.
 - A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
 - A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
 - A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
 - A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
 - A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 - A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 - A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice²** from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

International Students

International students who have a limited right to work in the UK during term time are required to provide evidence of their academic term and vacation times for the duration of their studies in the UK.

DEPENDING ON YOUR CIRCUMSTANCES YOU MAY BE REQUIRED TO PROVIDE FURTHER DOCUMENTARY EVIDENCE

Policy on Pass Issue

It is policy of both Houses of Parliament that a pass allowing unescorted access will not be issued until after satisfactory completion of a reliability and Counter Terrorist Check, and until satisfactory proof of identity, nationality and immigration status has been established. This will be achieved through the submission of documents outlined in section 15.

Details about yourself

1 **Surname (now) and title** (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth) b. Other surname(s) used

2 **Full forenames**

3 **National Insurance Number:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4 **Gender:** Male Female

5 **Date of Birth** Day Month Year

6 **Place of Birth**

Town	County	Country of birth

7 **Nationality Present**
(including any dual nationality)

Former nationality (if any)

If naturalised give number and date of certificate

If non-UK National, date of taking up permanent residence in UK

8 **Full permanent address since (MM/YY)**

Post Code

9 Have you within the last 5 years:

	Yes	No
resided at any other address in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
resided outside the UK for more than 12 months at a time?	<input type="checkbox"/>	<input type="checkbox"/>

(if Yes, enter full details to cover the 5 year period, with dates, on continuation page 11.)

Details about your partner

Please enter details of any spouse or other partner with whom you are living as a couple, and/or former partners who have died or from whom you have been separated or divorced in the last 3 years. If deceased, please enter full details in the boxes below but give nationality at death in question 14 and year of death in 15. Use continuation page 11 as necessary.

10 **Surname (now) and title** (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth) b. Other surname(s) used

11 **Full forenames**

12 **Date of Birth** Day Month Year

13 **Place of Birth**

Town	County	Country of birth

14 **Nationality Present**
(including any dual nationality)

Former nationality (if any)

If naturalised give number and date of certificate

If non-UK National, date of taking up permanent residence in UK

15 **Full permanent address since (MM/YY)**

Post Code

16 Have they within the last 5 years:

	Yes	No
resided at any other address in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
resided outside the UK for more than 12 months at a time?	<input type="checkbox"/>	<input type="checkbox"/>

(if Yes, enter full details to cover the 5 year period, with dates, on continuation page 11.)

DETAILS ABOUT YOUR PARENTS

Please enter your natural parents' details in boxes 17–28. If deceased please enter full details including year of death in boxes 19a and 25a and **last permanent address with date** before death in boxes 22 or 28. Please give the same full details of any **adoptive parents, step-parents or legal guardians**, and your parent's current or former partners in the last 3 years on page 11.

Father

Relationship
(If not natural parent)

17 **Surname (now) and title** (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth) b. Other surname(s) used

18 **Full forenames**

19 **Date of Birth** Day Month Year

19a **Date of death, if applicable**

20 **Place of Birth**
Town County Country of birth

21 **Nationality Present** (including any dual nationality)

Former nationality (if any)

If naturalised give number and date of certificate

If non-UK National, date of taking up permanent residence in UK

22 **Full permanent address since (MM/YY)**

Post Code

Mother

Relationship
(If not natural parent)

23 **Surname (now) and title** (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth) b. Other surname(s) used

24 **Full forenames**

25 **Date of Birth** Day Month Year

25a **Date of death, if applicable**

26 **Place of Birth**
Town County Country of birth

27 **Nationality Present** (including any dual nationality)

Former nationality (if any)

If naturalised give number and date of certificate

If non-UK National, date of taking up permanent residence in UK

28 **Full permanent address since (MM/YY)**

Post Code

Adoption If you were adopted, please give year of adoption.

If you are using continuation page 11 please tick

Security Information

29 Have you ever been involved in:

	Yes	No
■ espionage?	<input type="checkbox"/>	<input type="checkbox"/>
■ terrorism?	<input type="checkbox"/>	<input type="checkbox"/>
■ sabotage?	<input type="checkbox"/>	<input type="checkbox"/>
	Please tick as applicable	
■ actions intended to overthrow or undermine Parliamentary democracy by political, industrial or violent means?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	Please tick as applicable	
Have you ever been a member of, or supported a group or groups involved in any of the above activities?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	Please tick as applicable	
Have you ever had a close association with anyone who, to your knowledge, has been a member of or given active support to any such group or activities?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	Please tick as applicable	

30 If you have answered Yes to question 29 please give full details here.

Office use only

SVQ	
DHSO	
Authority	
SVQ Returned	
SVQ Resubmitted	
Crim. Conviction checked	

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CRIMINAL CONVICTIONS

In accordance with the Government's policy on vetting on page 2 you must declare any matter which may be of relevance. This includes:

any criminal convictions which you may have, including those which are 'spent'. In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and the Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions) Order 1979, spent convictions may be taken into account where national security is concerned. In Northern Ireland, spent convictions may also be taken into account where the protection of public safety or public order is involved. **You must disclose all convictions whether or not spent under the Acts.**

Please note that any information provided will be treated in strict confidence. The relevance of particular criminal convictions to security clearance is a matter for the relevant department or agency to decide. Although it may be taken into account, any such information will not necessarily prevent you having a security clearance. **Failure to disclose relevant circumstances or information is likely of itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for security clearance.**

Please answer questions 31 & 32 and sign and date the detachable section. Then follow the procedure below to ensure that the security authorities alone see your response on these matters.

Having completed questions 31 & 32 and signed and dated the page, you should now remove the detachable section from this page and place it in an envelope. You should then seal the envelope, sign your name across the flap and attach it firmly to the front of the questionnaire.

31

Criminal Convictions

Have you ever been convicted or found guilty by a Court or any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police) or have you been put on probation, received a formal caution or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you?

Yes

No

Please tick as applicable

32

Have you ever been convicted by a Court Martial or sentenced to detention or dismissal or fined whilst serving in the armed forces of the UK or any commonwealth or foreign country?

Yes

No

Please tick as applicable

If you tick **Yes**, to either of the above, please give full details **including dates** in the box below

Signature	Date
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Print name

Please detach

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Continuation of answers questions 1–28

Where possible please use the same format as the original questions. Please continue on a separate continuation sheet if necessary.

Question number	

Nationality and immigration status

33 Are you subject to immigration control? Yes No
If YES, please give details:

34 Are you lawfully resident in the UK? Yes No

35 Are there any restrictions on your continued residence in the UK? Yes No

36 Are there any restrictions on your continued freedom to take employment in the UK? Yes No
If YES, please give details:

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Educational history during the last 3 years

Education Institution name and full address

Degree/Course Title (e.g. History)

Award (e.g. BA or BSc)

Month/Year of Enrolment and Graduation

Class of Degree/Grades Achieved

Referee to verify attendance

Relationship to referee

Mailing address

Email address

Telephone no:

Education Institution name and full address

Degree/Course Title (e.g. History)

Award (e.g. BA or BSc)

Month/Year of Enrolment and Graduation

Class of Degree/Grades Achieved

Referee to verify attendance

Relationship to referee

Mailing address

Email address

Telephone no:

**Periods unaccounted for during the last 3 years
(e.g., career breaks, unemployment, etc).**

If your employment / educational history does not already give reasonable account covering **all** of the last 3 years; then you **must** now include information which can be verified for any gaps, particularly if you spent 6 months or more abroad during any gap periods. If you were self-employed, please provide evidence that your business was properly conducted, i.e. references from a bank manager or accountant.

Individual Checklist and Declaration
– please ensure you have completed / enclosed the following:

- Completed pages 1–16 of the Questionnaire
- Enclosed required **original** documentation

Please state the address to which you would like MSVO to return your original documentation:

Important: Data Protection Act (1998).

The personal data collected on this security questionnaire will be held and processed in accordance with the provisions of the Data Protection Act 1998 ('the Act'). The Clerk of the House, for the House of Commons, and the Clerk of the Parliaments, for the House of Lords, are the respective data controllers for the purposes of the Act. The information you provide in this questionnaire will be processed for purposes relating to your employment on the Parliamentary Estate including the obtaining of security clearance. If security clearance is obtained a limited amount of information (name, date of birth and job) will be shared within Parliament in order to provide services connected to your employment. By signing the declaration on this page, you are giving consent for any sensitive personal data you provide in this questionnaire to be processed for the purpose of obtaining security clearance.

If you will be working for a member of the House of Commons, the outcome of the verification process will be disclosed to the Independent Parliamentary Standards Authority (IPSA) where it will be processed for employment purposes.

If you have any concerns, about any of the questions we ask, or what we will do with the information you provide, please contact the MSVO/Pass Office, telephone number 020 7219 5920 or email passoffice@parliament.uk. General information about your Data Protection rights can be sought from the Data Protection Officers of both Houses (HoC 020 7219 8805 or HoL 020 7219 0100) or from the Information Commissioner's Office at www.ico.gov.uk, tel. 08456 30 60 60.

Please note that any information provided will be treated in strict confidence. Although it may be taken into account, such information will not necessarily prevent you having a security clearance. **Failure to disclose relevant circumstances or information is likely of itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for security clearance.**

Declaration

I declare that I have read and understood the statement of HM Government's policy on vetting and the House policy on pass issue on pages 2 – 4. I understand that this form may be submitted for checking against the records of police, security and credit agencies in accordance with that policy.

I declare that the information I have given is true and complete to the best of my knowledge and belief.

I undertake to notify any material changes in the information I have given above to the MSVO Pass/Office .

I understand that any false statement or deliberate omission in the information I have given in this questionnaire may disqualify me for employment (including employment in connection with Crown contracts if applicable) or make me liable to disciplinary action which may include dismissal.

I give my permission for my referees to be contacted in order to verify my employment/educational history.

Signed _____ **Date** _____

Name in block capitals _____

SPONSOR DETAILS

Name of Sponsor

Constituency or Department or Company (if applicable)

Address of Sponsor

In what capacity will applicant be employed? / if not employed, what is the reason for pass issue?

Duration of pass Maximum 3 years

Is there any additional information regarding the applicant of which the Houses' Security Authorities should be aware? Yes (please give details below) No

FOR MEMBERS OF PARLIAMENT AND PEERS ONLY:

Please tick either: clearance to obtain a photo identity pass for the Parliamentary Estate
 or
 clearance to gain access to the Parliamentary Network only

I declare that the applicant is to be employed to meet a genuine need and personal assistance in supporting my parliamentary duties and will use the pass for one of the following purposes:

Please tick ONE: Researcher Party Official Work Experience
 Secretary Chauffeur
 Intern Carer

ALL SPONSORS

I confirm that this form is submitted in accordance with the stated policy of the Houses of Parliament (see pages 2 – 4)

Signature	Date
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Print Name	Telephone number <input type="text"/>
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Email address

The sponsor should forward forms and supporting documentation under RESTRICTED ACCESS cover in a sealed envelope to: **The Members' Staff Verification Office, c/o Serjeant at Arms Directorate, House of Commons, Westminster, London SW1A 0AA, 0207 219 3468 / 3405**

Office Use Only:

Cleared By:	Security Clearance Stamp
Signed:	
Date:	
Type of Pass issued & Duration:	