



For Official Use Only

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**PALACE OF WESTMINSTER**

**PASS APPLICATION AND SECURITY QUESTIONNAIRE**

**Important:** Please read the notes on **Page 2** 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 and have provided an answer in all the spaces. 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 or **N/K** responses may cause delay to your clearance. Extra space to answer questions is available on continuation pages 8 and 9.

Remember to complete the declaration on page 7.

**General details**

<b>Full name</b>	
<b>Grade, Rank or Job Title</b>	
<b>Home telephone no.</b>	<b>Work telephone no.</b>
<b>Employer's name and address (contractors only)</b>	

Yes  No

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

<b>Type of questionnaire</b>	
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 HM Government's Vetting Policy

It is the Government's policy that departments and agencies will carry out a **Counter Terrorist Check (CTC)** in the interest of national security before anyone can be:

- authorised to take up posts which involve proximity to public figures at particular risk of attack by terrorist organisations, or which give access to information or material assessed to be of value to terrorists;
- granted unescorted access to certain military, civil and industrial establishments assessed to be at particular risk of attack by a terrorist organisation.

The purpose of such checks is to prevent those who may have connections with terrorist organisations, or who may be vulnerable to pressure from such organisations, from gaining access to certain posts, and in some circumstances, premises, where there is a risk that they could exploit that position to further the aims of a terrorist organisation. A CTC clearance will include a check against Security Service records. Criminal record information may also be taken into account.

**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. It is, therefore, in your own interests to be honest and open in your replies to the questions set out in this questionnaire.**

### Pass Issue Policy

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 and address has been established. Applicants should produce their current passport or birth certificate together with a separate document establishing their permanent home address when attending the Pass Office to collect their pass.

Pass Office opening times (Black Rods and Canon Row Pass Offices):  
8am-6pm Monday-Thursday/ Home sitting, 8am-4pm Friday, 8am-4pm Monday-Friday Recess.

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SQ	
DHSO	
Authority	
SQ Returned	
SQ Resubmitted	

**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 **Date of Birth**      Day      Month      Year

4 **Place of Birth**

Town      County      Country of birth

5 **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

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

Post Code

7 **Have you within the last 5 years:**  
(Please tick as applicable)

	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 pages 8 or 9.)

**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 12 and year of death in 13. Use continuation page 8 and 9 as necessary.

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

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

9 **Full forenames**

10 **Date of Birth**      Day      Month      Year

11 **Place of Birth**

Town      County      Country of birth

12 **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

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

Post Code

14 **Have you within the last 5 years:**  
(Please tick as applicable)

	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 pages 8 or 9.)

Specimen Copy

**Details about your parents**

Please enter your natural parents' details in boxes 15-26. If deceased please enter full details including year of death in boxes 17a and 23a and last permanent address with date before death in boxes 20 or 26.

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 pages 8 and 9.

**Father**

**Mother**

	<b>Relationship</b> (If not natural parent)			
15	<b>Surname (now) and title</b> (Mr/Mrs/Ms/Miss etc)			
	a. Surname (at birth)		b. Other surname(s) used	
16	<b>Full forenames</b>			
17	<b>Date of Birth</b>	Day	Month	Year
17a	<b>Date of death, if applicable</b>			
18	<b>Place of Birth</b>			
	Town	County	Country of birth	
19	<b>Nationality Present</b> (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			
20	<b>Full permanent address</b>		<b>since (MM/YY)</b>	
	Post Code			

	<b>Relationship</b> (If not natural parent)			
21	<b>Surname (now) and title</b> (Mr/Mrs/Ms/Miss etc)			
	a. Surname (at birth)		b. Other surname(s) used	
22	<b>Full forenames</b>			
23	<b>Date of Birth</b>	Day	Month	Year
23a	<b>Date of death, if applicable</b>			
24	<b>Place of Birth</b>			
	Town	County	Country of birth	
25	<b>Nationality Present</b> (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			
26	<b>Full permanent address</b>		<b>since (MM/YY)</b>	
	Post Code			

Specimen Copy

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

If you are using continuation pages 8 or 9 please indicate.

Please tick if applicable

**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 28 & 29 and sign and date the detachable section. Then follow the procedure below to ensure that the security authorities alone receive your response on these matters.

**Having completed questions 28 & 29 and signed and dated the page, you should please 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.

28 **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

29 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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## Security Information

30 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*

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

Specimen Copy

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 page 2. 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 Personnel or Security branch concerned.

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.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**N.B. You must produce your current Passport or Birth Certificate, together with a separate document with your current address when collecting your pass.**

### Continuation of answers

Where possible please use the same format as the original questions.

Question number	
	<h1>Specimen Copy</h1>

**Continuation of answers**

Where possible please use the same format as the original questions.

Question number	
	<p><b>Specimen Copy</b></p>

**SPONSOR DETAILS**

Name of Member / Department / Agency / Company sponsoring applicant

Address of Sponsor

In what capacity will applicant be employed? / or reason for pass issue

Duration of pass

Maximum 12 months

Is there any additional information regarding the applicant of which the House Security Authorities should be aware?

Yes  No

If YES, please enclose details in a sealed envelope, and attach to this form.

**For Members of Parliament only**

Please tick This member of staff will be based at:

Westminster	<input type="checkbox"/>	Constituency	<input type="checkbox"/>
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I declare that the applicant is to be employed to meet a genuine need in supporting my parliamentary duties and will use the pass for one of the following purposes:

**EITHER** Researcher  Chauffeur  Care  Secretary  Party Official   
**OR** Will be employed wholly or primarily within an All Party Group which I chair

Contact telephone number

Signature

**AUTHORISING OFFICER**

I can confirm that this form is submitted in accordance with the stated policy of HM Government

Signature

Date

**AUTHORITY TO ISSUE PASS**

To be returned to the Pass Office, 1 Canon Row, SW1A 2JN, to authorise issue of pass after Security clearance has been granted.

Name of person authorising pass

Category of Pass

Duration of Pass / Expiry date

Signature

Date