

# Security clearance for work experience students

Security clearance is required for work experience placements of two weeks or less for:

- Placements undertaken on the estate.
- Placements undertaken in the constituency office, if there is a need to log onto a parliamentary device
- Placements for more than two weeks are classed as internships. Interns are part of a Member's staff allocation, if a pass is required. They must submit the *Members Staff Security Clearance and Pre-employment Check Questionnaire* with ID documents, employment and education provided, as additional checks are required.

Contact [securityvetting@parliament.uk](mailto:securityvetting@parliament.uk) for any queries.

Age	Form required	Identification required	Additional Info
Under 16	<ul style="list-style-type: none"> <li><a href="#">Completed Pass Application for Work Experience (aged under 16)</a></li> </ul> <p><b>Work placement on the estate:</b> The completed form must be submitted to the Security Vetting Team in advance, with placement dates advised</p> <p><b>Work placement in a constituency office with access to a parliamentary device required:</b> The completed form must be submitted to the Security Vetting Team in advance, with placement dates advised</p>	<ul style="list-style-type: none"> <li>Valid photo ID: passport (photo must resemble the applicant). If they do not have a passport, we will accept a UK long birth certificate</li> <li>Original proof of address, dated within the last 6 months (<i>no printouts</i>)</li> </ul> <p><b>Work placement on the estate:</b> bring along the above id on the first day (<i>Do not send in advance</i>)</p> <p><b>Work placement in a constituency office with access to a parliamentary device required:</b> should be emailed to <a href="mailto:securityvetting@parliament.uk">securityvetting@parliament.uk</a> with the form</p>	<p>A paper photo pass will be issued upon presentation of the correct ID documents</p>
16-17	<ul style="list-style-type: none"> <li><a href="#">Completed Pass Application for Work Experience (aged 16+)</a></li> </ul> <p><b>Work placement on the estate:</b> The completed form must be submitted to the Security Vetting Team in advance with placement dates advised</p> <p><b>Work placement in a constituency office with access to a parliamentary device required:</b> The completed form must be submitted to the Security Vetting Team in advance with placement dates advised</p>	<ul style="list-style-type: none"> <li>Valid photo ID passport (photo must resemble the applicant). If they do not have a passport, we will accept a UK long birth certificate</li> <li>Original proof of address, dated within the last 6 months (<i>no printouts</i>)</li> </ul> <p><b>Work placement on the estate:</b> bring along the above id on the first day (<i>Do not send in advance</i>)</p> <p><b>Work placement in a constituency office with access to a parliamentary device required:</b> should be emailed to <a href="mailto:securityvetting@parliament.uk">securityvetting@parliament.uk</a> with the form</p>	<p>A paper photo pass will be issued upon presentation of the correct ID documents</p>
18 and over	<ul style="list-style-type: none"> <li><a href="#">Members' Staff Security Clearance and Pre-employment Check Questionnaire (ignore sections on employment and education history but sign the declaration on page 18)</a></li> </ul> <p><b>Work placement on the estate:</b> The completed form must be submitted in advance, with placement dates advised, and security clearance must be granted before work placement starts.</p> <p><b>Work placement in a constituency office with access to a parliamentary device required:</b> The completed form must be submitted in advance, with placement dates advised, and security clearance must be granted before work placement starts.</p>	<ul style="list-style-type: none"> <li>Valid photo ID passport (photo must resemble the applicant). If they do not have a passport, we will accept a UK long birth certificate</li> <li>Original proof of address, dated within the last 6 months (<i>no printouts</i>)</li> </ul> <p><b>Work placement on the estate:</b> bring along the above id on the first day (<i>Do not send in advance</i>)</p> <p><b>Work placement in a constituency office with access to a parliamentary device required:</b> should be emailed to <a href="mailto:securityvetting@parliament.uk">securityvetting@parliament.uk</a> with the form</p>	<p>A paper photo pass (for one week) cannot be issued until the sponsoring Member has been notified that security clearance has been granted</p> <p>The correct ID documents must also be presented</p>
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