



New Access Card Renewal

Australian Parliament House Access Card

Information collected on this form, the associated photograph and details regarding access into and around Parliament House may be used by the Department of Parliamentary Services (DPS), Department of the Senate, Department of the House of Representatives or Department of Finance to manage the security of Parliament House and when necessary to pass information to card holders regarding services and activities.

Card type (Select one)*

**denotes mandatory field*

- Staff employed under the *Parliamentary Service Act*
- Agency head and former heads of parliamentary departments
- Staff employed by Presiding Officers under the *MoPs Act*
- Staff employed by a Minister under the *MoPs Act*
- Staff employed by a Senator or Member under the *MoPs Act*
- Commonwealth staff permanently assigned to support the Prime Minister or Cabinet (including DLO)
- Volunteer of Senator or Member
- Member of other Australian legislature
- Former Member of other Australian legislature
- Former Senator or Member
- Family of current Senator or Member
- Member of Parliamentary Press Gallery
- Staff of a Commonwealth agency
- Member of AFP-P or AFP-UP
- Contractor

Contract Manager must approve parking____(sign)

Card duration (Select one)*

- As per [Private Area Access Policy](#)
- Non-ongoing or contract term
Expiry date _____

Applicant Details (please print in BLOCK letters)

| | | |
|--|----------------------------------|----------------------|
| Title* | Surname* | Given Names* |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Work telephone* | Mobile* | Email* |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Employer* | Position* | |
| <input type="text"/> | <input type="text"/> | |
| Department or employer address* | Vehicle registration (s)* | |
| <input type="text"/> | <input type="text"/> | |

This information assists contact in the event of a security incident or vehicle lights being left on

Interested in using Parliament House Health and Recreation facilities?

(If you are eligible, a team member will contact you)

Access Requirements (To be completed by an authorised officer only)

Is Suite/Room Access Required? Yes No Is West Block access required? Yes No

| | |
|----------------------|--------------------------------|
| Suite/Room Number | Additional access requirements |
| <input type="text"/> | <input type="text"/> |

Declaration by Applicant*

I agree to abide by the conditions of use as outlined on the reverse of this form and I declare that all information provided on this form is true and correct

Signature: _____

Date: _____

Approval of Authorised Officer*

I certify that the applicant has satisfied the eligibility and suitability requirements for the issue of an Access Card.

Signature: _____

Name: _____

Date: _____

CONDITIONS OF ISSUE

Access Card holders must:

- a. present the card for verification when entering the private areas of Parliament House, or at any other time on request by Parliamentary Security Service officers
- b. while in private areas, display the card where it can be clearly seen
- c. not alter, destroy or tamper with the card or give it to another person to use
- d. take every reasonable precaution to protect the card from loss, damage, theft or misuse
- e. not wear the card outside of Parliament House
- f. return the card to Pass Office on expiry or on the cessation of employment
- g. report the loss of your card immediately to Pass Office by telephoning (02) 6277 5989 or out of hours to the Parliamentary Security Operations Room (02) 6277 5999
- h. comply with the Rules for [Media Related Activity](#) in Parliament House and its Precincts
- i. when escorting a visitor within the private areas, you are responsible for that visitor's conduct and behaviour, and
- j. visitors issued with an escorted visitor pass must be escorted at all times.



The responsibility of fully briefing contractors on relevant workplace health and safety matters while working at Parliament House is the responsibility of the sponsoring organisation. The briefing must occur prior to the issue of an access card.

Standard access card duration and privileges

Access arrangements are outlined in the Parliament House [Private Area Access Policy](#).

The Presiding Officers can cancel or suspend an access card and/or sign in privileges if, in their opinion, a visitor signed in by that card holder has abused the privilege of access to the private areas of Parliament House.

Completed applications must be signed by the applicant and an authorised officer prior to forwarding to Pass Office (email: securitypass@aph.gov.au).

Applicants must collect their access card within three months of application otherwise a new application will be required.

For further information contact Pass Office on (02) 6277 5989.

Updated: August 2024