



**Australian Parliament House Access Card Application - Sponsored**

**Applicant Details** (please print in BLOCK letters)

\*denotes mandatory field

<b>Title*</b>	<b>Surname*</b>	<b>Given Names*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Work telephone*</b>	<b>Mobile*</b>	<b>Email*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Organisation*</b>	<b>Position*</b>	
<input type="text"/>	<input type="text"/>	
<b>Vehicle Registration*</b>	<b>Address*</b>	
<input type="text"/>	<input type="text"/>	
<b>Do you, or have you ever, worked for a Diplomatic or Overseas Mission?*</b>		
<input type="checkbox"/> Yes (if yes list below) <input type="checkbox"/> No		
<b>Organisation</b>	<b>From:</b>	<b>To:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Sponsorship – Significant and regular business requirement**

Sponsored card applicants must be supported by one parliamentarian or head of a parliamentary department. The nominated sponsor must have known the applicant or the organisation for a minimum period of 12 months and meet all associated eligibility requirements. Where the nominee has not been known for a minimum period of 12 months, an accompanying letter must be attached from the employing organisation, vouching for the person and their character, including the significant and regular business requirement. Please clearly print the name of your nominated parliamentarian or department head below:

**Sponsor's Name:**

**Sponsorship – Parents requiring childcare access**

Parents with children in the childcare centre must be sponsored by an authorised officer and have placement of their child confirmed by the childcare provider.

<b>Authorised Officer name</b>	<b>Signature</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Sponsorship – Political Party Secretariat/Official guests and visitors**

Political party secretariat or official guests must be sponsored by an authorised officer of the relevant political party or department.

<b>Authorised Officer name</b>	<b>Signature</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Sponsorship – Local Recognised Elders and Custodians**

Local Recognised Elders and Custodians must be sponsored by a Presiding Officer or Secretary of the Department of Parliamentary Services.

<b>Authorised Officer name</b>	<b>Signature</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Sponsored Card Provisions

### Privacy Statement

Your personal information is protected by law, including the *Privacy Act 1988*. Your information, including your photograph, will be used by the Department of Parliamentary Services (DPS), the Department of the Senate, the Department of the House of Representatives and/or the Department of Finance for identity verification and managing the security of APH. Your information may be given to other parties for the purpose of investigation or where you have agreed or it is required or authorised by law. Disclosures may include, but are not limited to, law enforcement agencies.

### Requirements for applicants applying under the significant or regular business category

Sponsored card applicants must provide with their application, a Nationally Coordinated Criminal History Check (NCCHC), (12 months or less from the last NCCHC result date). Guidance for individuals on how to obtain a NCCHC is available at [I need a check on myself | Australian Criminal Intelligence Commission \(acic.gov.au\)](https://www.acic.gov.au/i-need-check-myself) (https://www.acic.gov.au/i-need-check-myself).

### Sponsorship process for applicants applying under the significant or regular business category

On submission of an access card application form and relevant supporting documents the Pass Office will write to the nominated sponsor to seek approval for the issue of a Sponsored card. On approval, the Pass Office will notify the applicant via email. The applicant is then to arrange an appointment with Pass Office on (02) 6277 5989 for the issue of a card. This process can take up to eight weeks to complete and will be dependent on the current sitting pattern. Applicants are requested not to contact the Pass Office during this period.

### Standard access card duration and privileges

Access arrangements are outlined in the Parliament House [Private Area Access Policy](#). Where a sponsor is no longer a parliamentarian, card holders will be notified of a six (6) week grace period before the access card is cancelled. 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.

## CONDITIONS OF ISSUE

Access Card holders must:

- 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
- while in private areas, display the card where it can be clearly seen
- not alter, destroy or tamper with the card or give it to another person to use
- take every reasonable precaution to protect the card from loss, damage, theft or misuse
- not wear the card outside of Parliament House
- return the card to Pass Office on expiry or on the cessation of employment
- 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
- comply with the Rules for [Media Related Activity](#) in Parliament House and its Precincts
- when escorting a visitor within the private areas, you are responsible for that visitor's conduct and behaviour, and
- visitors issued with an escorted visitor pass must be escorted at all times.



### Declaration by Applicant\*

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

Signature\*

Date\*

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