



Request for Legislative Assembly Security Pass

Applicants should ensure that all details provided on this form are correct. All staff and visitors wishing to access the non-public areas of the building are required to display their pass at all times while moving within the building.

Type of pass requested: New pass Replacement pass Renewal/Transfer

Pass access privileges are outlined on the reverse side of this form

Member (P1)	<input type="checkbox"/>	Lobbyists (P5)	<input type="checkbox"/>
Assembly based staff (P2)	<input type="checkbox"/>	Contractors and service providers (P6)	<input type="checkbox"/>
ACT Government staff (P3)	<input type="checkbox"/>	Nominees of Members (P7)	<input type="checkbox"/>
Media (P4)	<input type="checkbox"/>	Former Members (P8)	<input type="checkbox"/>

Access required: 24/7 business hours or from _____ to _____

Mr/Mrs/Miss/Ms/Dr	Surname		Given Names	
	Mobile		Business Hours	After Hours
Contact details	Email			
Representative of or employed by				
Position held				
Postal address				
Nature of Assembly business				

Declaration: I declare that all information provided on this form is true and correct and that I have read and understood the Conditions of Use (see reverse side).

Signature of applicant: _____ Date: _____

For applicants for P3.2, P4.2, P6 and P7.3 passes (see over):

Declaration: I declare that the applicant is required to visit the Assembly regularly and requires a permanent pass. Relevant fees, if applicable, will be paid by this Agency (see reverse side).

Signature of supervisor/sponsor: _____ Date: _____

Position held: _____

Principal Attendant use only

Approval Recommended: YES / NO
 Type of new/replacement pass issued: _____
 Old pass returned: YES / NO
 Cost recovery: YES / NO \$ _____
 Date issued: _____ Expiry date: _____
 Pass Number: _____
 Photo recorded: YES / NO PIN recorded: YES / NO

Serjeant-at-Arms' or delegate use

Approved:
 Signature: _____
 Date: _____

CONDITIONS OF USE

The person to whom a pass has been issued **MUST**:

1. present the pass for verification when entering the Assembly or at any other time on request from security staff;
2. wear the pass where it can be clearly seen whilst within the Assembly;
3. not alter, destroy or tamper with the pass in any way;
4. not transfer the pass to any other person;
5. return the pass on expiry or last day of employment; and
6. **report loss of the pass as soon as possible** by telephoning (02) 6205 0445.

ACCESS PRIVILEGES AND EXPIRY

All passes are electronic proximity passes on which a photographic image of the bearer is displayed.	
P1 Members	P1 pass holders have 24/7 access, indefinite expiry and sign in privileges.
P2 Assembly based staff P2.1 Secretariat staff P2.2 Non-executive Members' staff P2.3 Ministerial staff P2.4 Temporary/casual/short term/volunteer staff P2.5 ACT Government and Assembly Library staff	P2 pass holders have 24/7 access, indefinite expiry and sign in privileges. Except for P2.4 pass holders who have business hours* access and passes expire at the conclusion of the engagement.
P3 ACT Government staff P3.1 Heads of departments P3.2 Departmental/agency staff	P3.1 pass holders have 24/7 access and sign in privileges. P3.2 pass holders have business hours* access and do not hold sign in privileges. Passes expire after one year.
P4 Media P4.1 Media staff accommodated in Assembly P4.2 Other staff of media organisations	P4.1 pass holders have 24/7 access and sign in privileges. P4.2 pass holders have business hours* access and do not hold sign in privileges. Passes expire after one year.
P5 Lobbyists	P5 pass holders have business hours* access and do not hold sign in privileges. Passes expire after one year.
P6 Contractors and service providers	P6 pass holders have access as specified and do not hold sign in privileges. Passes expire at the conclusion of engagement.
P7 Nominees of Members P7.1 Spouse/partner or other nominee P7.2 Children aged 15 years and over P7.3 Regular visitor to a Member's office	P7 pass holders have business hours* access and do not hold sign in privileges. Passes expire after one year, except for P7.1 passes which expire at the end of each Assembly.
P8 Former Members	P8 pass holders have business hours* access and do not hold sign in privileges. Passes expire after four years.

FEES

A fee of \$33.00 may be levied on the issue of certain passes, and for the repeated re-issue of lost passes. No fees apply to the renewal or transfer of passes. Please contact (02) 6205 0445 for details.

* Business hours – Monday to Friday 8.00 am – 5.30 pm (or on the rising of the Assembly on sitting days).