

Registration of interests form for House of Lords members' staff

*The person applying for a parliamentary security pass must fill in and sign and date this form **before** the sponsoring member signs the declaration on page 4. This form should be sent to the Assistant Registrar of Lords' Interests.*

Please note: your pass will not be issued unless this form has been filled in and signed by both you and the sponsoring member.

In accordance with resolutions of the House of Lords, people who hold parliamentary security passes or network accounts as secretaries or research assistants to members of the House of Lords are required to provide the information requested in this form. This includes members' spouses or partners who provide such assistance. The information will be entered in the Register of Members' Staff Interests and will be available for public inspection. Please contact the Assistant Registrar of Lords' Interests (lordsregistrar@parliament.uk) if you have any queries about registration. Members' secretaries and research assistants are subject to the Code of Conduct for Members' Staff.

Personal details

Title

First name

Last name

Email address or contact phone number if you do not have an email address

Name of member of House of Lords who sponsors your security pass

If you also work for an All-Party Parliamentary Group, please state which one and your role within the group. Any such role must be secondary to your primary function of providing parliamentary support to the sponsoring member.

Completing this form

Please ensure that all boxes are filled in where necessary and the requested information is provided.

If you are applying for a parliamentary security pass only as a carer or driver of a member of the House of Lords, you are not required to provide the information; please just sign on page 4.

Registration of interests

Members' staff are required to register in the Register of Members' Staff Interests:

- (a) all directorships of companies, paid or unpaid;

- (b) all paid work outside the House;

- (c) if you are a Person with Significant Control of a company;

- (d) any shareholdings in businesses or organisations involved in parliamentary lobbying;

- (e) any gifts (e.g. jewellery) or benefits (e.g. hospitality, services or facilities) totalling a value greater than £300 from a single source in a calendar year if they relate to or arise from your work in Parliament (though excluding gifts or benefits from the member who sponsors you);

(f) any non-financial interest as defined in category 10 of the Guide to the Code of Conduct for members:

(i) unremunerated directorships or other regular employment;

(ii) membership of public bodies such as hospital trusts, the governing bodies of universities, colleges or schools, local authorities and other spheres of government;

(iii) trusteeships of museums, galleries or similar bodies;

(iv) acting as an office-holder or trustee in pressure groups or trade unions; and

(v) acting as an office-holder or trustee in voluntary or not-for-profit organisations.

Other non-financial interests are not registrable. Such interests include: other trusteeships, for example of private estates; unpaid ordinary membership of voluntary organisations or pressure groups; membership of churches or other religious bodies or organisations. The Assistant Registrar is available to advise members' staff in cases of uncertainty.

The following posts should not be registered: honorary fellowships in colleges and universities; other honorary posts; offices in political parties; patrons; *ex officio* positions in voluntary organisations.

When registering an interest in an organisation, members’ staff should specify the nature of its business or activity where this is not self-evident from its name.

It is the responsibility of members’ staff to keep their entry up-to-date by notifying changes in their registrable interests within one month of each change occurring. Failure to do so is a breach of the Code of Conduct for Members’ Staff.

Confirmation that all details given are correct:

**Signature of applicant for
parliamentary security pass**

Date

Declaration of sponsoring member verifying that you are:

Please tick the relevant box (*double click on box if completing electronically*).

- Providing parliamentary secretarial or research assistance to them, and that the absence of a pass would make it impossible for you to support the member effectively; or
- Acting as a carer to them; or
- Employed by them as a driver, specifically to drive them (*by ticking this box you are confirming you have Black Rod’s approval, which is required before the pass may be issued*).

Sponsoring member to give brief details of the work which the passholder will undertake for them:

**Signature of sponsoring member
of House of Lords**

Date

Please return your completed form to:

**Assistant Registrar of Lords’ Interests
Room 15, 1st Floor, West Front
House of Lords
London
SW1A 0PW**

Data Protection

The House of Lords processes personal data in accordance with the UK General Data Protection Regulation, as supplemented by the Data Protection Act 2018. The privacy notice for members’ staff is on the [parliamentary intranet](#).