

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 along with the application for the security pass (which should be placed in a sealed envelope and will be forwarded unopened to the Pass Office once the Assistant Registrar has approved the registration of 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, persons who hold parliamentary security passes or email 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 Interests of House of Lords Members' Staff 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

Completing this form

If your only employment is for the member of the House of Lords who sponsors your parliamentary security pass or email account, please tick here and go to category 2 on the next page.

If you have any other employment in addition to your work for the member of the House of Lords who sponsors your parliamentary security pass or email account (including work for other members of either House), please go to category 1 on the next page.

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 in categories 1 to 3. Please just sign on page 4.

Category 1: Employment outside the House

You must register any employment you have (whether remunerated or not) in addition to your work for the member of the House of Lords who sponsors your parliamentary security pass or email account.

- There is no need to state the amount of any remuneration you receive;
- Do not use acronyms or abbreviations without making clear what they stand for;
- Any change must be registered within one month.

Name of other employer(s)

Nature of business(es)

Your job title(s)

If it is not obvious from your job title, what is the nature of your work for your other employer(s)?

Category 2: Any other financial interest in businesses or organisations involved in parliamentary lobbying

You must also register any other financial interest you have in businesses or organisations involved in parliamentary lobbying. Do not register under this category an interest as an employee already registered under category 1.

If none, tick here and go to category 3 on the next page.

Name of business or organisation

How is the business or organisation involved in parliamentary lobbying?

What is your financial interest in the business or organisation? (*You do not need to state the monetary value of your financial interest.*)

Please bear in mind paragraph 12 of the Code of Conduct for Members' Staff:

"12. Members' staff shall not make use of their access to the member who sponsors their pass, to other members (of either House), to the parliamentary email network or to the parliamentary estate to further the interests of an outside person or body from whom they have received or expect to receive payment or other incentive or reward."

Category 3: Gifts and benefits

You are required to register any gift or benefit (e.g. hospitality, travel, services or facilities) you receive if the value of the gift or benefit from a single source exceeds £300 in the course of a calendar year and the gift or benefit relates to or arises from your work in Parliament. You must register any relevant gift or benefit within one month of receipt of the gift or benefit.

If you are applying for a parliamentary security pass or email account for the first time, it is unlikely that you will need to fill in the boxes below, unless you received a gift or benefit before you started work in Parliament and it was given to you because you would be working in Parliament.

If you are applying for the renewal of a parliamentary security pass or email account, you should have already provided the Registrar of Lords' Interests with the relevant information in the boxes below. If you have not already done so, please provide the information now.

- Do not register any gifts, benefits or travel provided by the member(s) for whom you work;
- There is no need to state the monetary value of any gift or benefit you receive;
- You should register visits made in the United Kingdom and abroad;
- Do not use acronyms or abbreviations without making clear what they stand for.

If you have received no relevant gift(s) or benefit(s), tick here, sign on page 4 and send off form; otherwise please provide the following information:

Gifts and benefits you have received

Date gift or benefit received

Who gave the gift or benefit?

Nature of gift or benefit

Visits you have made in the United Kingdom or abroad that have been paid for by somebody else

Destination of visit

Start date of visit

End date of visit

Purpose of visit

Who paid for visit?

What did they pay for? (e.g. travel, accommodation, meals)

Confirmation that all details given are correct

**Signature of applicant for
parliamentary security pass**

Date

Signature of sponsoring member verifying that you are:

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

- Genuinely and personally providing parliamentary secretarial or research assistance to them, 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*)

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

Date

Please return your completed form and documents for the security pass application to:

**Assistant Registrar of Lords' Interests
Room 19, 1st Floor, West Front
House of Lords
London
SW1A 0PW**

Data Protection

The House of Lords processes personal data in accordance with the General Data Protection Regulation, as supplemented by the Data Protection Act 2018. Our Privacy Notice for Members' staff is available on the parliamentary [intranet](#).

Form revised August 2020