

# **NEW IDENTITY PASS COLLECTION DOCUMENTS**

## **Direct & Non-Direct Employees of the House**

When collecting a Parliamentary identity pass for the first time, you must bring two separate forms of identification, one from List 1 **and** one from List 2.

<b>LIST 1</b>	<b>LIST 2</b>
<p><b><u>Proof of Identification</u></b></p> <p>This must show a recent and accurate photograph.</p>	<p><b><u>Proof of Address</u></b></p> <p>This must match the address declared on your security questionnaire and be no more than 6 months old.</p>
<ul style="list-style-type: none"><li>• Passport</li><li>• Driving Licence</li></ul>	<ul style="list-style-type: none"><li>• Driving Licence</li><li>• Bank Statement</li><li>• Utility Bill</li><li>• Polling Card</li><li>• GOV headed letter</li></ul>

If you have any questions, or are unable to meet these identification requirements, please contact the Security Vetting Team on 0207 219 5920 or email [securityvetting@parliament.uk](mailto:securityvetting@parliament.uk)

(Monday to Friday from 9am to 4pm)

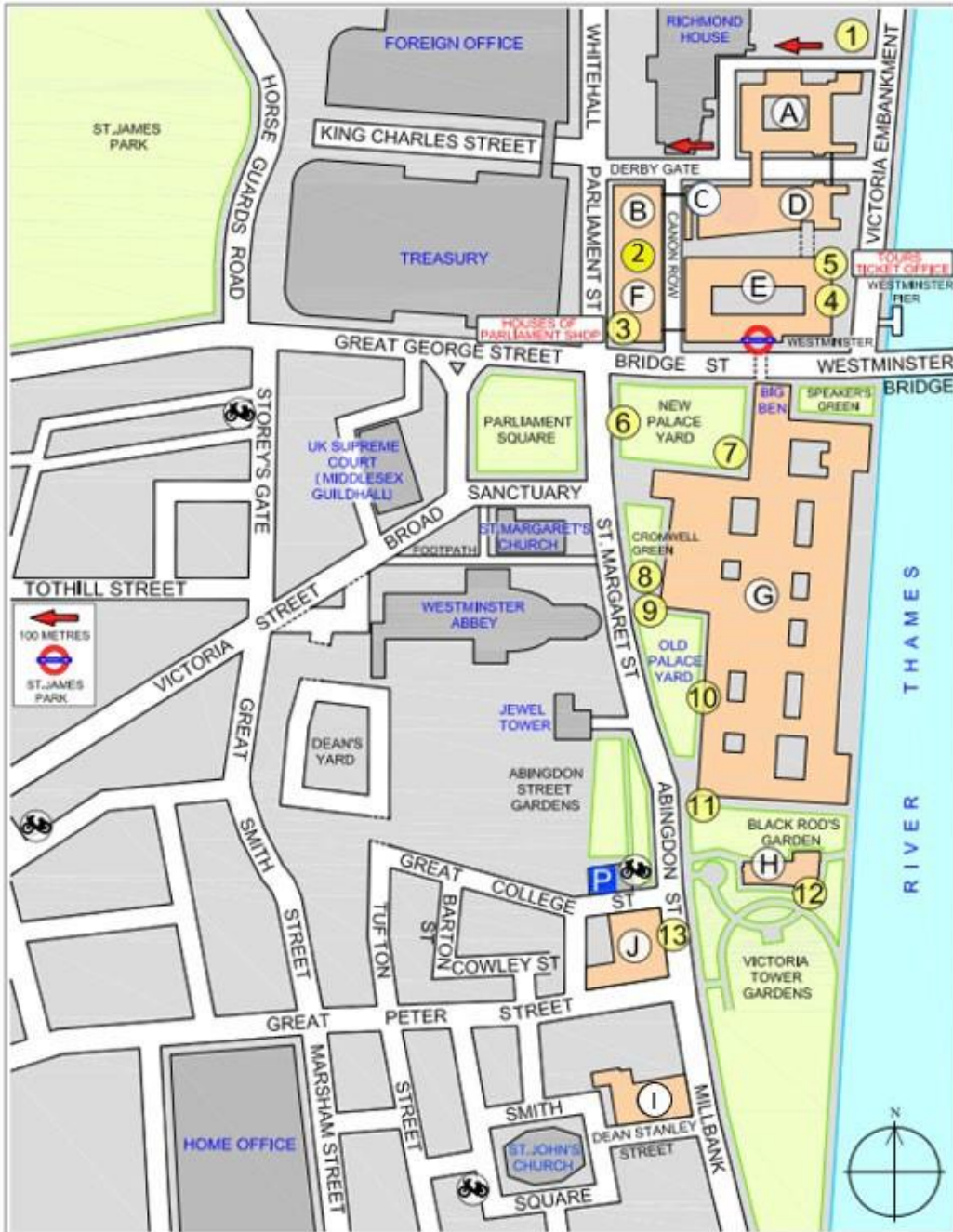
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## **External Stakeholders**

<b>Metropolitan Police</b>	<b>Government Departments</b>
Warrant Card	Government ID

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### ENTRANCES & OFFICES

1. North Entrance (Vehicles Only)
2. 1 Parliament Street Pass Issuing Office
3. Parliamentary Bookshop
4. Portcullis Main Entrance
5. Tours Ticket Office
6. Carriage Gates
7. Members Entrance
8. Cromwell Green Visitor Entrance
9. St. Stephens Entrance
10. Peers Entrance
11. Black Rod's Garden Pass Issuing Office
12. Education Centre Main Entrance
13. Millbank House Main Entrance

### BUILDINGS

- A. Norman Shaw North
- B. 1 Derby Gate
- C. 1 Canon Row
- D. Norman Shaw South
- E. Portcullis House
- F. 1 Parliament Street
- G. Palace of Westminster
- H. Education Centre
- I. Millbank House
- J. 7 Millbank

### RAIL

The nearest stations are Charing Cross, Victoria, and Waterloo.

### UNDERGROUND

Westminster Tube Station for the Circle, District and Jubilee lines.

### BUS

Buses 3, 11, 12, 24, 53, 87, 88, 148, 159, 211, 453 all stop nearby.

The use of public transport is advised as parking is limited around the Parliamentary Estate.

