



REQUEST FORM

Assembly building access pass

1 Select a pass type

OLA staff

Ministerial staff

Members' staff

ACT Government staff

Media

Contractor

Sponsored

2 Complete your contact details

First name:

Surname:

Mobile #:

Work #:

Email:

3 Complete the information needed for your pass type

If applying for an **OLA staff** pass, proceed to step 4

If applying for a **ministerial or members' staff** pass

Office:

Position:

If applying for an **ACT Government** pass

Directorate:

Unit:

Signature of authorising MLA or Chief of Staff:

If applying for a **media** pass

Outlet:

If applying for a **contractor** pass

Business:

If applying for a **sponsored** pass

Sponsor's name:

Reason for pass:

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Read and complete the below declaration

I declare that all information provided on this form is true and correct.

I understand that I must present my access pass for verification at all times when entering the building and whenever requested by Attendant staff.

I understand that I must display my access pass at all times in the building.

I understand that I must not alter, destroy, or tamper with the access pass in any way and that I must not transfer my access pass to any other person.

I understand that electronic access pass records and CCTV footage are logged and may be accessed in accordance with the *Workplace Privacy Act 2011*

I understand that I must return the pass on expiry or on last day of employment or engagement.

I understand that I can request a copy of the *Building Access Pass and Security Induction Briefing Guideline* at any time.

I understand that my access is subject to the sanction of criminal law under Sections 70 & 79 of the *Crimes Act 1914* in relation to unauthorised disclosure of ACT Government Information.

I understand that during my access to the Legislative Assembly that any ACT Government information I come across in the performance of my role at the Assembly may be subject to the *Information Privacy Act 1989* and the Information Privacy Principles.

Name:

Date:

Signature:



Lost or stolen passes must be reported immediately by calling (02) 620 50439

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Return this form

Either by email to la.security@parliament.act.gov.au or in person to the Senior or Principal Attendant on the ground floor of the Assembly building.

ATTENDANT USE ONLY:

Approval recommended:

Pass number:

New or replacement pass issued:

Date issued:

Expiry date:

Old pass returned:

Photo recorded:

PIN recorded: