



MSVO Date Stamp:

Case Number:

VQ
 June 2011

PALACE OF WESTMINSTER

MEMBERS' STAFF VERIFICATION QUESTIONNAIRE

Baseline Personnel Security Standard

The House authorities require any person employed on the Parliamentary Estate or who uses the Parliamentary Network to comply with the Baseline Personnel Security Standard.

This standard involves verification of identity; nationality and immigration status and employment history (past 3 years). Failure to fully comply with this process could result in access to the Parliamentary Network / Estate being revoked, and may result in your employment being terminated.

Verification of these details will be completed by the Members' Staff Verification Office (MSVO).

The information provided will be treated in the strictest confidence but will be verified and may be checked against UK immigration and nationality records and other data sources.

Please read the following instructions carefully:

This form **MUST** be completed by all Members' staff unless:

- **You are a Member's spouse / civil partner**
- **You are a Member's child**
- **You have previously been employed by a Member during the past 12 months**

Please complete the questionnaire in **black** ink using **BLOCK LETTERS**; check that you have completed **ALL** the questions and have provided an answer in all the spaces. Where a question is not applicable or the answer is not known or not easily obtainable, enter **N/A** or **N/K** respectively. Blank spaces or **N/K** responses may cause delay to your verification.

Full Name:

Member's Name:

Constituency (if applicable):

**Section 3b – Periods unaccounted for during the last 3 years
(e.g., career breaks, unemployment, etc).**

If your employment history does not already give reasonable account covering **all** of the last 3 years; then you **must** now include information which can be verified for any gaps, particularly if you spent 6 months or more abroad during any gap periods. (E.g. If you have recently left school or since leaving school have been in full-time education and not employed, please provide the same information requested in section 3a of the academic institution as a reference. If you were self employed, please provide evidence that your business was properly conducted, i.e. references from bank manager, accountant.)

Section 4 – Documents which may be used to verify Identity, Nationality and Immigration status

As part of the Baseline Personnel Security Standard verification process we will need you to send us an **original** utility bill, bank statement (issued within the last six months) or both parts of your driving licence **AND** one of the original documents below*:

- A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom.
- A document (national passport or national identity card) showing that the holder is a national of a European Economic Area (EEA) country or Switzerland, as follows:

| | | | | | | | |
|---------------|-----------|------------|---------|----------------|---------|---------|----------|
| Austria | Belgium | Bulgaria | Cyprus | Czech Republic | Denmark | Estonia | Finland |
| France | Germany | Greece | Hungary | Iceland | Ireland | Italy | Latvia |
| Liechtenstein | Lithuania | Luxembourg | Malta | Netherlands | Norway | Poland | Portugal |
| Romania | Slovakia | Slovenia | Spain | Sweden | UK | | |

- A residence permit issued by the Home Office to a national from an EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from an EEA country or Switzerland who is a resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work applied for if a work permit is not held.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.
- In addition a Workers Registration Document or Accession Workers Card may need to be provided (if applicable).

*If you do not hold any of the above documentation please refer to the MSVO intranet page for alternative valid documentation, which can be found at <http://intranet.parliament.uk/access-security/msvo>.

DEPENDING ON YOUR CIRCUMSTANCES YOU MAY BE REQUIRED TO PROVIDE FURTHER DOCUMENTARY EVIDENCE

Section 5 – Individual Checklist and Declaration
– please ensure you have completed / enclosed the following:

• Completed pages 1 - 5 of the Verification Questionnaire

• Enclosed required **original** documentation from section 4

Please state the address to which you would like MSVO to return your original documentation:

I declare that the information I have given on this form is true and complete to the best of my knowledge and belief. In addition, I understand that any false information or deliberate omission in the information I have given on this form may lead to access to the Parliamentary Network / Estate being revoked, and may result in my employment being terminated. I undertake to notify the MSVO of any material changes in the information I have given in this questionnaire.

Signed: _____ Date: _____

Name in block capitals: _____

Important: Data Protection Act (1998). The personal data collected on this form will be held and processed by the Members' Staff Verification Office (MSVO) in the House of Commons Service in accordance with the provisions of the Data Protection Act 1998. The Clerk of the House is the data controller for this data. This information will be processed for the purpose of successful completion of the Baseline Personnel Security Standard. In the case of staff of Members of the House of Commons, this information may be disclosed to the Independent Parliamentary Standards Authority (IPSA).

By signing the declaration on this form, you are explicitly consenting to the data you provide to be processed in the manner described above. If you have any concerns about any of the questions or what we will do with the information you provide, please contact the MSVO team for further information. Further information about Data Protection and the House of Commons can be found on the following link: http://www.parliament.uk/site_information/foi/data_protection.cfm

Please return your completed questionnaire, together with all original documentation to:

The Members' Staff Verification Office
Serjeant at Arms Directorate
House of Commons
Westminster
London
SW1A 0AA

If you have any further queries please contact the MSVO using the following contacts:

MSVO@parliament.uk

Tel: 020 7219 3468/4072

Or visit the MSVO intranet page, which can be found at:

<http://intranet.parliament.uk/access-security/msvo>