## PROOF OF ID

A certified copy of documentation that provides proof of identity and date of birth must be submitted with each employment agreement under the following circumstances:

- this is the first time you have been employed under the MOP(S) Act
- it has been more than 12 months since you were last employed under the MOP(S) Act
- upon a change of your employing parliamentarian (including where you are temporarily transferring between offices).

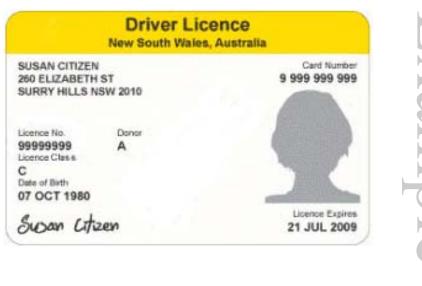
The documentation submitted must:

- be current and provide your name and date of birth. The name must match what is on your employment agreement
- the person certifying the document must provide their name and the date the document is signed
- the document must have been signed within the past 90 days from the date of submission.

Types of proof includes any one of the following:

- Birth Certificate
- Driver Licence
- Passport

Example Only



This is a certified true copy of the original.

Smith

*John Smith 7 March 2023* 

A document providing proof of identification may be certified by the Senator or Member or anyone who is not yourself or an immediate family member.

## Employment Agreements will not be processed until a certified Proof of ID is **provided**.