

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



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.**