



Forwarding Documents to a Third Party Request Form

Please complete this form if you would like the Ministry of Education to forward documents from your records to another organization on your behalf. As the conditions for forwarding documents are strictly limited, please read carefully all of the information below before you proceed.

Please note that:

- Documents submitted to the Ministry as part of our application process are property of the Ministry. We will not release these original documents or provide you with a copy of the documents.
The only documents we will forward to third parties are copies of high school diplomas, transcripts, degree confirmation letters, syllabuses and translations and only if the originals were received directly from the sending institution.
We will forward to the following third parties only: the Teacher Qualification Service, post-secondary institutions and other teacher licensing bodies. We will not provide documents to school districts.
We are not a document service. We will only provide this service if it is not possible for you to obtain another original document from the sending institution. We will not forward any document because it is faster or cheaper to go through us.
We will forward the documents to the third party by mail.
The copy we forward will bear a stamp that reads "certified copy of original" and the signature of a Ministry representative.
We do not guarantee that the documents will be accepted by the third party. It is your responsibility to determine whether or not the recipient will accept the documents being forwarded.
We do not guarantee the quality of the document as this depends on the clarity of the original document. Please be aware that there may be a significant amount of marking on your documents as we write directly on them throughout the application process.
The processing time is normally two to three weeks.
You may submit this form to us by mail or by fax at 604 775-4859.
The processing fee is \$35 per document up to a maximum of \$105 per request. For example, if you request that we forward transcripts from two universities you attended, the fee would be \$70. (See page 3 for payment options.)

YOUR INFORMATION

Date of Birth \_\_\_\_\_ File/Certificate No. \_\_\_\_\_

Given Names

Surname

Previous Surnames

Mailing Address

Email Address

Home Telephone Number (include area code)

Work Telephone Number (include area code)

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## RECIPIENT INFORMATION

Please provide the full name and mailing address of the organization where you would like your document(s) sent.

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Name of Licensing Body/Authority/Institution

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Mailing Address

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Mailing Address

## DOCUMENT INFORMATION

Please describe the document(s) that you wish to have sent to the recipient listed above. Please provide as much detail about the document(s) as you can, including dates, institution name, document type, degree completed, etc.

Name of Sending Institution	Type of Document	Description of Document

## REQUEST TO RELEASE INFORMATION

I hereby authorize that the Ministry of Education release the document(s) as described above to the listed recipient.

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Signature

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Date Signed

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## PAYMENT INFORMATION

If you wish to pay the processing fee by credit card, please complete the authorization form below. Otherwise, please enclose a cheque or money order payable to the Minister of Finance.

Name of individual or business as it appears on the card:		Please circle one: Visa    MasterCard    American Express	
Credit Card Number	Expiry Date (MM/YY)	Total Payment Authorized \$	
Signature of card holder:		Date (YYYY/MM/DD)	

**Please note: Credit card data should not be emailed. The credit card information provided on this form will not be retained. Upon authorization of the payment request, all credit card information will be destroyed.**

May 2015