

The personal information is collected pursuant to section 33(c), of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, C. F-25). The purpose of this collection is to enable Alberta Education to provide documentation proving the name, age, or school enrolment of the requestor. Questions or inquiries regarding the collection and use of your personal information may be directed to the Student Records Representative, Red Tape Reduction and Student Records, 44 Capital Boulevard, 10044 108 Street NW, Edmonton, Alberta T5J 5E6, or email to StudentRecords@gov.ab.ca or by telephone: 780-427-5732 (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)

Please visit myPass.alberta.ca the Alberta Education self-service website to view and print proof documents. If you do not have myPass online access, please complete this form.

1. What sort of document are you looking for? (Check box that applies)

- Proof of Enrolment
- Proof of name *
- Proof of age *

*If requesting document to show proof of name or date of birth for purpose of correcting a birth certificate, please specify the wrong name/date of birth (as it appears on your current birth certificate) and the correct name/date of birth (as you would like it to appear). See section 2(b).

2(a). Personal Information (Please PRINT)

Surname (Last Name)		First Name		Middle Name(s)
Previous Names (if applicable)		Email		
Date of Birth (yyyy/mmm/dd)	Phone Number	Cell Number	Alberta Student Number (if applicable)	
Current Mailing Address				
City/Town	Province		Postal Code	

2(b). If requesting proof of name or date of birth, please complete this section

Full name as it appears on your current birth certificate	Date of birth as it appears on your current birth certificate
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3. School Information

Grade	Year	School	Location (City/Town)

4. Reason for requesting information (i.e. Pension, Old Age Security, Citizenship, etc.)

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5. Government Issued Documents

- Requests will only be processed if accompanied with a copy of government issued identification (i.e. Driver's License, Passport, etc.)
- If student is under 18 or independent, the person requesting on the student's behalf must also provide a proof of guardianship (i.e. Long form/Full birth certificate, guardian certificate, or court order).

Accompanied government issued documents must be scanned/photocopied and attached to this request.

Signature of Applicant	Date
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Signature of Parent/Guardian or legal representative	Date
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You can use one of the following options to submit the signed and completed form including a copy of one or more of the required identity document(s).

Visit:
[Online Document Submission](#)

Or Mail:
Alberta Education
Red Tape Reduction and Student Records
44 Capital Boulevard
10044-108 Street NW
Edmonton, Alberta T5J 5E6

Contact Information:
Email: StudentRecords@gov.ab.ca
Phone: 780 427-5732 (Dial 310-0000 to be connected toll-free from outside the Edmonton area)

Requests received via email will not be processed