



Request for Certification of Alberta Education Records

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 identify the individual and certify the authenticity of the provided documents. This information may be disclosed to other Government of Alberta departments in order to achieve the purpose. 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.)

You can visit myPass.alberta.ca the Alberta Education self-service website to order your transcripts online. If you do not have online access, please complete this form.

Student Personal Information (Please PRINT)

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

Please check ✓ the appropriate boxes that apply:

Student's documents (i.e. report cards) with the Principal's or school board official's original signature and stamp/seal

Alberta Transcript of High School Achievements ordered via myPass.alberta.ca

Alberta Credentials ordered via myPass.alberta.ca

A letter to Alberta Education with instructions for certifying documents for forwarding to the Ministry of Justice and Solicitor General

A cheque in the amount of \$10.00 payable to the Government of Alberta or Pay online at [MyAlberta eSERVICES](http://MyAlberta.eSERVICES) for Ministry of Justice and Solicitor General's notarization fee

A letter to the Ministry of Justice and Solicitor General with instructions for where to forward the documents once they have been notarized with a complete mailing address destination and your personal contact information

Other:

- Alberta Education's Certification process requires 10 business days to complete once we have received your request.
- There will be additional processing time required for the Ministry of Justice and Solicitor General's process.
- By signing below, I certify that I have included all the required documents detailed above. I understand there will be a delay in the process if I failed to enclose the required documents.

Student's Signature	Date
Parent/Guardian's Signature	Date

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). *The mail option should be used when payment is required.*

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

Note: If you are from the Edmonton area, you have the option of placing your documents in the 'drop box' located on the southeast corner of the 44 Capital Boulevard building.