



Request for Credential Reprint

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 reprint the requested credential(s). 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](#) to request for your Credential Reprint. This form is to be used only if you do not have online access.

Student 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
Current Mailing Address			Alberta Student Number (if applicable)
City/Town	Province	Postal Code	

The following information is REQUIRED for verification purposes

Name of last Alberta High School attended	City/Town
Last Year Attended	Last Grade Attended

Language of document: English French Number of copies: _____

Student Authorization

I authorize Alberta Education to collect and update my address and personal information contained on this form in accordance with the instructions I have provided. I understand this request will be processed only if signed by myself (student) or an authorized person.

Student's Signature	Date
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If student is over 18, the person requesting on the student's behalf must provide proof of identification (parent, guardian or legal representative) and a copy of a power of attorney or a letter of authorization signed by the student.

Name	Relationship	
Signature	Phone Number	Date

You can use one of the following options to submit the signed and completed form:

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