



Request for Certification of Alberta Education Records

The personal information as defined in the *Freedom of Information and Protection of Privacy Act* (FOIP Act) that is collected on this form is collected pursuant to section 33(c) of the FOIP Act. The purpose of this collection is to enable Alberta Education to identify the individual and certify the authenticity of the documents that are provided. The information may be disclosed to other Government of Alberta departments, in order to achieve the purpose. Any collection of this information may be directed to the Transcripts Office, Alberta Education, 44 Capital Blvd, 10044-108 St. NW, Edmonton, Alberta, T5J 5E6, Phone (780) 427-5732 or toll free outside of Edmonton within Alberta by first dialing 310-0000.

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

Student Personal Information (Please PRINT)

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

Please check the appropriate boxes that apply:

<input type="checkbox"/>	Student's documents (i.e. report cards) with the Principal's or school board official's original signature and stamp/seal
<input type="checkbox"/>	Alberta Transcript of High School Achievements ordered via myPass.alberta.ca
<input type="checkbox"/>	Alberta Credentials ordered via myPass.alberta.ca
<input type="checkbox"/>	A letter to Alberta Education with instructions for certifying documents for forwarding to the Ministry of Justice and Solicitor General
<input type="checkbox"/>	A cheque in the amount of \$10.00 payable to the <i>Government of Alberta</i> or Pay online at MyAlberta eSERVICES for Ministry of Justice and Solicitor General's notarization fee
<input type="checkbox"/>	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
<input type="checkbox"/>	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 above required documents. I understand there will be a delay in the process if I failed to enclose the required documents.

Student's Signature	Parent/Guardian's Signature
Date	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 is used when payment is required.

Visit:
Online Document Submission

Or Mail:
Alberta Education
PASI & Student Records
44 Capital Boulevard
10044-108 Street NW
Edmonton, Alberta T5J 5E6

Request received via email **will not be processed.**

Contact Information:
Email: StudentRecords@gov.ab.ca

Phone: 780 427-5732 (for toll free access within Alberta first dial 310-0000)

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 44 Capital Boulevard.