



Education, Early Learning and Culture

THIRD PARTY AUTHORIZATION FORM

TPA – Eng

This form is to be used when requesting that the Registrar share a document from your file with a third party. All documents provided to the Registrar to support an application become the property of the Department of Education. Applicants are asked to make copies of each document submitted and keep their own copies for future reference. If, however, there is a need to share a document contained within your file with a third party, the Registrar requires your authorization. To this end, you must complete this Request Form and return it to the address as shown here below.

IDENTIFICATION AND CONTACT INFORMATION

FIRST	MIDDLE	LAST

CURRENT MAILING ADDRESS:

CURRENT E-MAIL ADDRESS:	TELEPHONE NUMBER:

DATE OF BIRTH:	SOCIAL INSURANCE NUMBER:

CERTIFICATION, AUTHORIZATION

INDICATE THE KIND OF CERTIFICATION OR AUTHORIZATION YOU HOLD WITH THE DEPARTMENT OF EDUCATION

TEACHER'S CERTIFICATE/ LETTER OF AUTHORITY	TEMPORARY PERMIT TO SUBSTITUTE FOR A TEACHER
EDUCATIONAL ASSISTANT AUTHORIZATION (Regular or Sub Only)	OTHER

TEACHER CERTIFICATION PROFILE (TCP) REFERENCE NUMBER

DOCUMENTS YOUR ARE REQUESTING

Describe the Document from your File You Wish to have forwarded to a Third Party:

ADDRESS WHERE DOCUMENT IS TO BE SENT:

AUTHORIZATION

I hereby authorize the Registrar to forward the document described above to the address shown above.

Signature:	Date:

INSTRUCTIONS

Submit this completed form and send to the: Department of Education, Early Learning & Culture, Certification and Standards Section, Holman Centre, Suite 101, 250 Water Street, Summerside, PE C1N 1B6 or by e-mail at: registrar@edu.pe.ca or by fax at: 902 438-4062 .