



# 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](mailto: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)			Date of Birth (yyyy/mm/dd)
Alberta Student Number (ASN)	Phone Number	Email Address (will be used for myPass access)	
Current Mailing Address			
City/Town	Province	Postal Code	

### The following information is REQUIRED for verification purposes

Name of last <b>Alberta</b> High School attended	City/Town
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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 to Student	
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](mailto: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**