

Former student document access application form  
  
We can only provide information if you attended a public school in Western Australia.

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| **Applicant details** | | | | | | |
| Title (Mr, Ms, Mrs, Dr):       First name:       Surname: | | | | | | |
| School surname (if applicable):       Date of birth (DOB):  Email:       Phone: | | | | | | |
| Organisation contact details (complete and provide an **authority to act form** if the application is on behalf of a client):  Authority to act form  First name:       Last name:  Email:       Organisation: | | | | | | |
| **Record types** | | | | | | |
| Primary school  Enrolments | | High school  School psychological records | | Academic records  Other, specify: | | |
|  | | | | | | |
| Schools attended: | | | | | | |
| **Proof of identification (ID)** | | | | | | |
| Drivers licence | Medicare card | | Birth certificate | | | Passport |
| Attach proof of ID to your application. We require 2 types and one must be photographic. | | | | | | |
| Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Date:\_\_\_\_/\_\_\_\_\_\_/\_\_\_ | |
| **Lodge an application** | | | | | | |
| Use the email subject line format ‘request type, last name, first name, DOB’.    Email applications to [FOI.Enquiries@education.wa.edu.au](mailto:FOI.Enquiries@education.wa.edu.au).  Post applications to:  Corporate Information Services  Department of Education  151 Royal Street  EAST PERTH WA 6004 | | | | | | |

There is no fee payable for access to personal information, such as your own student information, or if you are acting on behalf of your client with a signed authority to act form.