

**Former student document access application**

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:        |
| Contact details for the organisation representing their clients (if the application is on behalf of a client):First name:       Last name:       Email:       Organisation       [ ]  General authority to act form |
| **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 ‘Subject, last name, first name, DOB’.Email FOI.enquiries@education.wa.edu.au with your application.Post applications to:Corporate Information ServicesDepartment of Education151 Royal StreetEAST PERTH WA 6004 |

Student information is classed as personal information. You are not required to pay a fee if you apply for access to your own information or you are acting on behalf of your client.