



### Third Party Pick Up Form

STUDENT INFORMATION	
Student Number:	Student Name:
Email:	Phone Number:
Signature:	Date (DD/MM/YY)

**NOTES**

- Government Issue photo ID is required with this form
- This form is valid for one-time use only

**INSTRUCTIONS FOR STUDENT**

- Complete this form
- Attach photocopies of any two of the following photo ID: Douglas student card and any government photo ID with a signature
- The name on your ID must match your name on student account, documents, and this form
- Provide this form and copies of your ID to the person who you are authorizing

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to pick up the following documents (check all that may apply):

Transcripts

Credential

Irreplaceable Documents

Copy of Criminal Record Check

Other Secure Documents, Please Specify: \_\_\_\_\_

I am aware that these documents may contain personal information and information related to my student record.

**INSTRUCTIONS FOR THIRD PARTY**

In order to pick up documents on behalf of the above named student, you will be required to bring:

- This form completed by the student
- Copies of the student's photo ID
- Your valid government issued photo ID

**\*\* NOTE: Enrolment Services reserves the right to not issue the documents listed above if there are any concerns regarding the documents provided to protect student privacy \*\***

**Collection Notice**

Your personal information is collected by Douglas College under the authority of Section 27 (2) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to process your Request for Exception form. Questions about the collection of this information may be directed to the Associate Registrar, Enrolment Services at 604-777-6093 or email [reg\\_admin@douglascollege.ca](mailto:reg_admin@douglascollege.ca).

Date Received:  
 Enrolment Services

Date of  
 Enrolment Services