**Education Verification Request Form for use by screening companies**

The School Curriculum and Standards Authority (the Authority) requires a **consent form signed by the applicant** (including **photo identification**, i.e. current passport or driver’s licence) and if applicable, a change of name documentation (includes marriage certificates) prior to information being verified and released to screening organisations.

**The Authority can only verify the information that is provided in the table below.**

|  |  |  |
| --- | --- | --- |
|  | **Information provided by applicant****(former student to complete)** | **Verified by the Authority****Yes/No** |
| Student’s full name  |  |  |
| Previous name if applicable |  |  |
| Date of birth |  |  |
| WA School attended |  |  |
| WA student number (if known) |  |  |
| Qualification received |  |  |
| Graduation date |  |  |

**A service fee of $51.00 (Australian Dollars) applies for verification requests.**

|  |
| --- |
| **Payment options**  |

# CREDIT CARD (MasterCard/VISA only)

Use this link to pay by credit card**:** <https://www.bpoint.com.au/payments/billpayment/Payment/Index>

**Note: print and attach the receipt generated after payment has been approved.**

**Biller Code:** 758003

**Ref:** Please enter your eight digit Western Australian student number (WASN).

If you don’t know your WASN, please use 12345678.



|  |
| --- |
| **Checklist – Before submitting the application form, please ensure the required documents and information are included. Incomplete applications cannot be processed.** |
| [ ]  **Application form** (this document) – fully completed, signed and dated[ ]  **Photo identification of Client** –current government issued driver’s licence **OR** passport [ ]  **Proof of name change** – if applicable, such as marriage or change of name certificate[ ]  **Signed consent form** – please include a copy of a signed client consent form[ ]  **Proof of payment** – Copy of BPoint or BPay receipt, EFTPOS available at the Office if applying in person |
| **Submission of application** |
| **By email:** once payment has been made by BPOINT/ BPAY to: cso@scsa.wa.edu.au**By Post:**School Curriculum and Standards Authority PO Box 816 CANNINGTON WA 6987**OR in person:**Between 8.00 am and 4.00 pm weekdays onlyLevel 2 Reception, 303 Sevenoaks Street, Cannington, WA 6107 Opposite the Cannington Train StationCustomer parking on Grose Ave. |