



## Third Party Pick-Up Form

### STUDENT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_ (DD/MM/YY)

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Notes:

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

#### Instructions for the Students:

- 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 \_\_\_\_\_  
(print your full name) (print name of authorized individual)

to pick up the following documents (check all that may apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Transcripts             | <input type="checkbox"/> Credential                    |
| <input type="checkbox"/> Irreplaceable documents | <input type="checkbox"/> Copy of criminal record check |
| <input type="checkbox"/> Other secure documents  |  |

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

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

#### Instructions for the 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: The Registrar's Office reserves the right to not issue the documents listed above if there are any concerns regarding the documents provided to protect student privacy