The Roman Catholic
Diocese of Prince George
6500 Southridge Avenue
Prince George, BC Canada V2N 5P9
Phone: 250-964-4424

There is an administrative fee of $10.00. You may pay by cash on pick-up OR by cheque. Please DO NOT send cash in the mail. Please make cheque payable to RCEC and mail to the address below.

SCHOOL RECORDS REQUEST FORM

Requests for School Records:
The British Columbia government passed privacy legislation under the Personal Information Protection Act [PIPA 2003]. This Act includes the private sector; therefore, access to diocesan archival records must comply with the legislation.

Issuing of School Records:
School Records can **only** be issued to the requesting individual or to a third party with written permission from the requesting party. A signed release(s) of information **must** be provided with the submission of this request.

Information Provided by Records Search:
Information on School Records provided by the Diocese of Prince George reflects available records **solely in its possession.**

Verification of Identification:
To comply with provincial privacy legislation, we ask that requesting parties provide a paper or digital copy of one (1) piece of photo identification for verification purposes. Information collected for verification will not be kept beyond the scope of the request.

Select record(s) being requested: Attendance Records ☐ Permanent Student Records ☐

Purpose of the Request: _____

Full Name:

Legal Last Name: _____ Previous or Maiden Name: _____

First Name: _____ Middle Name: _____

Birth information:

Date of Birth: _____ Place of Birth: _____

School Information:

Name of school(s) attended: _____

Dates attended: _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd)

Requesting Party Contact Information:

Name: _____

Full address and Postal Code: _____

Email: _____

Telephone (if needed for further information): _____

Signed this _____ day of _____, 20_____.

Signature: _____

Send completed form by email to archives@pgdiocese.bc.ca or fax 250-964-2101 or Send by postal mail to: 6500 Southridge Drive, Prince George, BC V2N 5P9

FOR OFFICE USE ONLY			
ACTION TAKEN	Completed	Date	Initials
Attendance Record	☐		
Permanent Student Record	☐		
Document sent	Email ☐	Postal ☐	