



## Application Form – Copy of Results/Certificate of secondary education in Western Australia

\*Required to be filled/completed

- Note:** it usually takes between three to five working days to process an application.
- All applications receive an emailed PDF copy and a posted paper copy of their requested document (free post within Australia; fees apply for overseas postage).
- Your aggregate/TES/TER/ATAR Score is available from the Tertiary Institutions Service Centre, telephone (08) 9318 8000.
- The School Curriculum and Standards Authority (the Authority) is collecting personal information on this form for the purpose of processing your request for a copy of your results. The collection of your personal information enables the Authority to verify your identity, authenticate and process your request, and contact you with a response. Your personal information will only be disclosed to the Authority's authorised personnel to process your request and for the purposes of contacting you with a response. If the Authority wishes to disclose your personal information for purposes other than those stated, your consent will be requested unless the disclosure is permitted under or by the law. Further information regarding this collection notice can be obtained from the Customer Service Officer at (08) 9273 6300 or [cs@scsa.wa.edu.au](mailto:cs@scsa.wa.edu.au). The collection of this personal information is authorised under the provisions of the *School Curriculum and Standards Authority Act 1997*. If you choose not to provide your personal information, the Authority will not be able to provide the service that you seek. Additionally, the Authority's *Privacy Policy and Privacy Policy Principles* available on our website offer more detail on how it collects, manages and uses personal information.

Please tick the appropriate box:		
<input type="checkbox"/> Document(s) to be posted ( <b>extra charges apply for express/courier services</b> – please refer to payment section)		
<input type="checkbox"/> Document(s) to be collected by the applicant ( <b>notify by [circle choice] phone or email when available</b> )		
<input type="checkbox"/> Document(s) to be collected by a third party ( <b>attach an authorisation letter stating the collector's full name and address</b> )		
<b>Applicant details</b>		
Student identification number (8 digits, if known):		
Surname:*		
Given name:*	Date of birth:*(dd/mm/yyyy)	
<b>Previous surname (if applicable):</b>		
Postal address:*		
Suburb:*	State:*	Postcode:*
Phone:	Mobile:	
Email:		
Name of Western Australian school attended:		
Please tick this box if you obtained the results as a non-school candidate or private candidate: <input type="checkbox"/>		

### DOCUMENT(S) REQUIRED – Regular Postage Included in the Service Fee – Within Australia

Year 10 (not available from 1994 onwards)	Price per document (GST inclusive)	Year required
Certificate of Lower Secondary Studies, Years 9–10 (1987–1990)	\$51.00	
Certificate of Lower Secondary Studies, Year 10 (1991–1993)	\$51.00	
Achievement Certificate (1973–1986)	\$51.00	
Junior Statement of Passes (issued up till 1973 only)	\$51.00	
Junior Statement of Marks (issued up till 1973 only)	\$51.00	
<b>Year 11 Completion</b>		
Year 11 Statement of Results (from 1985)	\$51.00	
<b>Year 12 Completion</b>		
WA Statement of Student Achievement ( <b>WASSA</b> ) and ATAR Course Reports (from 2016)	\$51.00	
Certificate of Merit or Certificate of Distinction (from 2016)	\$51.00	
WA Certificate of Education – <b>WACE</b> (from 2009)	\$51.00	
Statement of Results and Course Reports (2009–2015)	\$51.00	
Statement of Results, Years 11 and 12 (1997–2008)	\$51.00	
WA Certificate of Education – <b>WACE</b> (1997–2008)	\$51.00	
Year 12 Certificate of Secondary Education, Years 11 and 12 (1986–1996)	\$51.00	
Year 12 Certificate of Secondary Education (reported in Grades 1–10) (1976–1985)	\$51.00	
TAE Statement of Marks [percentages only] (1976–1985)	\$51.00	
Leaving Statement of Passes (issued up till 1975 only)	\$51.00	
Leaving Statement of Marks (issued up till 1975 only)	\$51.00	
<b>Add extra for: Express Post (Australia only) or Courier (Please ring 9273 6300 for quote)</b>	\$	
<b>Total amount</b>	\$	

**Proof of identity\* (if no Identity, please complete the Witness statement below)**

This application must be supported by proof of identity. Please tick the relevant item(s) listed below.

- Copy of a photo identity (driver's licence/passport)
- Copy of birth certificate
- For applicant with name/surname changed, copy of marriage certificate/deed poll certificate

**Applicant signature and date\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yyyy)

**Witness statement, if applicable (please see Proof of identity above)**

**If you have NO photo identification**, this section must be completed by one of any of the following persons, who must not be related to the applicant: (1) Justice of the Peace; (2) Pharmacist; (3) Police officer; (4) Teacher; (5) Optometrist; (6) Bank manager; (7) Public servant (State or Commonwealth). You can find a list of persons that can certify documents at this web link: <https://www.trb.wa.gov.au/Doc.aspx?number=D19/065551>

**Justice of the Peace Witnessing Centers:** <https://www.wa.gov.au/government/publications/justice-of-the-peace-document-witnessing-centres>

**Witness certification:**

I certify that \_\_\_\_\_ is known to me and that he/she has signed as applicant of this form in my presence.

Witness signature: \_\_\_\_\_

Witness name: (please print): \_\_\_\_\_

Witness classification: \_\_\_\_\_

Witness address (residential/office, not postal): \_\_\_\_\_

Witness telephone number: \_\_\_\_\_

**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** – current Australian driver licence **OR** current passport
- Proof of name change** – if applicable, such as Marriage or Change of Name certificate
- Payment** – Copy of BPoint or BPay receipt

**Submission by Post:**

School Curriculum and Standards Authority  
PO Box 816 CANNINGTON WA 6987

**OR by email** once payment has been made by BPOINT/ BPAY to: [csso@scsa.wa.edu.au](mailto:csso@scsa.wa.edu.au)

**OR in person** (between 8.00 am and 4.00 pm weekdays only) at:


Level 2, 303 Sevenoaks Street, Cannington, WA 6107 – Parking on Grose Ave – EFTPOS available

**Payment in Australian Dollars only**

**1. CREDIT CARD (MasterCard/VISA only)**

Use this link to pay by credit card: <https://www.bpoint.com.au>

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

	<b>Bill Code:</b> 758003 <b>Ref:</b> Please enter your eight digit Western Australian student number (WASN). If you don't know your Student ID number please use 12345678
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**2. TELEPHONE AND INTERNET BANKING**

Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: <https://bpay.com.au/>

	<b>Bill Code:</b> 758003 <b>Ref:</b> Student Number or <b>12345678</b>
<b>Telephone &amp; Internet Banking – BPAY®</b> Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: <a href="http://www.bpay.com.au">www.bpay.com.au</a>	

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**IMPORTANT: A copy of the BPay receipt must be attached to your completed application as proof of payment.**

**3. EFTPOS IN PERSON – SCHOOL CURRICULUM & STANDARDS OFFICE**

Level 2 Reception – 303 Sevenoaks Street, Cannington WA 6107  
Government building opposite the Cannington Train Station, parking on Grose Ave

**4. MONEY ORDER**

Personal cheques and bank drafts in foreign currency are not accepted. Money orders must be in Australian dollars and made out to 'School Curriculum and Standards Authority'. Available from Australia Post outlets.