



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

1. 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.



Bill 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: csa@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 only
Level 2 Reception, 303 Sevenoaks Street, Cannington, WA 6107
Opposite the Cannington Train Station
Customer parking on Grose Ave.