



## 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 \$49.00 (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 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](mailto: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 – EFTPOS available