

Ministry of Education

Student Certification Branch

SECONDARY SCHOOL TRANSCRIPT AND CERTIFICATE ORDER FORM

Credit card payment use the online form: www.bced.gov.bc.ca/transcript/

Email: student.certification@gov.bc.ca

PLEASE READ THIS SECTION CAREFULLY BEFORE COMPLETING THIS FORM

We only have your record if one or more of the following apply to you:

- I completed secondary school in BC after 1985
- I completed secondary school in Yukon Territory after 1985 (transcript only)
- I attended Grade 12 prior to 1974 in the University Entrance or Academic-Technical program (transcript only)
- I completed a Grade 12 course after 1985

If none of these apply to you, please contact your school or school district office for your record.

PRESENT NAME first	middle		last		
FORMER NAME (if applicab					
PHONE NUMBER		BIRTH DATE (yy/mm/dd)			
Address					
CITY AND PROVINCE	Postal Code				
E-MAIL ADDRESS					
LAST SCHOOL ATTENDED			GRADE	YEAR	
PERSONAL EDUCATION NU	MBER (if known)				
ITEM	NUMBER REQUESTED	PRICE		TOTAL	
TRANSCRIPT		\$10.00 EACH			
CERTIFICATE		\$10.00 EACH			
Payment must be in Canadian funds only Make payable by Money Order or Bank Draft to MINISTER OF FINANCE					
Shipping Address:			 We cannot fax or e-mail transcripts or certificates Use back of form, if needed Addresses are not required for Canadian colleges and universities 		

SIGNATURE

Signature is mandatory pursuant to Section 33 (c) Freedom of Information and Protection of Privacy Act

Revised 150602