

APPLICATION FOR TRANSCRIPT OF A CERTIFICATE Transcripts of ACT Year 12 Senior Secondary Certificates

Application:

In person - please come with your supporting identity documents and cash payment to:

Office: Callam Offices - Level 1, Building B, 50 Easty Street, Woden ACT 2606
Phone: BSSS Reception (02) 620 57181
Email: bsss.enquiries@act.gov.au

Or mail your Application and all supporting '**verified identity documentation**' to:

Postal address: ACT Education Directorate
C/- Office of the Board of Senior Secondary Studies
GPO Box 158, CANBERRA ACT 2601

Note: NO Transcripts can be posted to the building address; you MUST use the GPO postal address.
The Executive Director has the discretion to accept or decline acceptable forms of photo identification.

Fee:

A search fee of \$37.00 for each requested transcript can be paid by Cash, Electronic Funds Transfer (EFT) or Australia Post Money Order made payable to - **ACT Education & Training Directorate**.

Not accepted: EFTPOS, Credit Card payment or personal cheques.

Processing time is approximately 5 days. An additional charge of \$14.60 per transcript applies for a 24 hour turn-around on provision all required documents and payment are received. **Note:** Prior to 1990, NO 24 hour turn-around is available.

Evidence Required:

Transcripts are provided only to the person named on the certificate. Applicants applying in person are required to show **one** of the following forms of identification;

- current Passport – showing name, signature and photo ID or
- current Driver's licence – showing name, signature and photo ID or
- Proof of age card – showing name and photo ID

Note: If an applicant's name has changed since attending college, a Marriage Certificate or other legal document showing the name change **must** be provided.

- Marriage Certificate from the Office of Births, Deaths and Marriages (name changed since college graduation)
- Proof of name change (if name has changed since college graduation)

Application Forms will only be accepted by mail or delivered in person:

(We require your original signature; therefore, no fax or email copies are accepted). Please include a completed, signed and dated Application for Transcript, payment and certified proof of identity as per list below.

Note: paying by Electronic Funds Transfer (EFT), your transaction receipt must be attached to the Application Form and certified proof of identity documents.

Mailing your Application Form to us:

Please provide a copy of your document endorsed as a 'True Copy' that has been compared with the original document and have the 'original signature, date and information' of a Justice of the Peace, a respected member of the community (clergy, police, government public servant, doctor, dentist etc). This person of authority must include his/her full name, occupation, address/phone number, ID number (if applicable) signature and date on the verified copy. Do not send any original marriage certificates etc by post in case they are lost during transit.

- A copy of the applicant's Passport - personal details, signature and photo ID page, or
- A copy of the applicant's Driver's Licence photo with signature, with
- A copy of the applicant's Marriage Certificate from the Office of Births, Deaths and Marriages (if applicable), or
- A copy of the applicant's name change legal documentation (if applicable).

Collect or Mail: If mailed, will be through the general mailing system. Should you require Express Post or Registered Post within Australia or Overseas, additional charges will apply and are listed on the Application Form, please add to your payment total.

If requested, we can also email your Transcript while you are waiting for the original to arrive in the mail.

Former students now residing overseas: To assist with application payments (AUD dollars) a relative or family friend living in Australia can pay the fee directly to this office before your request is processed.

Note:

- Prior to 1977 requests for Year 12 and Year 10 Transcripts - contact the NSW Education Standards Authority Ph:(02) 9367 8111.
- Year 10 results from 1977 to current, please contact the ACT Education Directorate Ph: (02) 620 73627.



APPLICATION FOR A TRANSCRIPT OF A CERTIFICATE

The Office of the Board of Senior Secondary Studies (BSSS) is collecting the information on this form to enable the BSSS to supply you with your transcript. This is authorised by the ACT Board of Senior Secondary Studies Act 1997. The BSSS usually discloses this information to the Chief Minister, Treasury & Economic Development Directorate.

Full Name: _____

Previous Names: (if different at time of receiving original certificate) _____

Postal Address:			Date of Birth:
Suburb:	State:	Postcode:	Day Phone:
Email address:			Mobile:

Name of Certificate: Year 12, VET _____ **Name of ACT College attended** _____ **Year you completed Year 12** _____
College: _____ **Year:** _____

	Cost	How many copies	Write Cost
Transcript – the cost per each transcript is	\$ 37.00		\$
24 hour turn-around service – additional cost	\$ 14.60	----	\$
Regular / general post No Charge	No Charge	----	No charge
Express Post - within Australia	\$ 8.85	----	\$
Registered Post - within Australia *	\$ 7.20	----	\$
Registered Post - Overseas	\$ 27.50	----	\$
*Uncollected 'Original Certificates' are ONLY mailed by Registered Post – payment is required.	Include mail cost, above	----	\$
Total Cost AUD \$			\$

Payment Options: **Electronic Funds Transfer (EFT) your transaction receipt of the deposit MUST accompany this application**

- In Australia: (EFT) to: **BSB: 032-777** - Account Number: **000065** - Reference: **BSSS - and your surname**
- Overseas: Swift Number: WPACAU2S / Account name: ACT Education & Training Directorate / BSB: 032-777 / Account Number: 000065 / Reference: BSSS & your surname
- Bank name: Westpac Bank, 50 London Circuit, Canberra 2600, Australian Capital Territory, AUSTRALIA

Cash **Electronic Funds Transfer (EFT)** **Australia Post Money Order**
 Australia Post Money Orders must be made payable to: **ACT EDUCATION & TRAINING DIRECTORATE**

I certify that I am the person named on this application for a transcript; I supplied supporting documentation of:
 Drivers Licence Passport Proof of Age Card Marriage Certificate Certificate of Name Change

Signature of Applicant/past student: _____ **Date:** _____

A person/agent can collect the Transcript from the BSSS office on behalf of the applicant named on the Transcript. Please sign the Authority below and nominate the person/agent name collecting your Transcript, they must produce photo ID.

Applicants signature: (here gives authority to the collection by his/her Agent): _____

I nominate this person/agent (write name) to collect my Transcript on my behalf: _____

When collecting - Signature of nominated Agent: _____ Date: _____

Agent Photo ID sighted by BSSS Staff Agents address on Drivers Licence/Passport: _____

Office Use: Version 01.04.2021 File No: _____ Folio No: _____

EFT Money Order Cash Amount: \$ _____ Receipt No: _____

Date Received: _____ Money Order No: _____ Processed by: _____

Photo ID sighted by BSSS (if no copy taken) Student Name: _____ Address: _____ Type of ID: _____