



ECE Delegated Authoriser Request

This ESL 50 Form should only be used when the ECE Service Provider Contact wants to delegate authorising responsibility to the Professional Leader on their behalf for their ECE Service Provider. Parts 1 & 2 of this form are completed by the Professional Leader. The Professional Leader will also be given a new or updated Education Sector Logon user account with EC Professional Leader access to Education Council (EC) Online Services. Part 3 of this form is completed by the ECE Service Provider Contact.

**Part 1: Education Sector Logon (ESL) Delegated Authoriser Account User details**

\*Fields denoted with an asterisk are mandatory

Education Sector Logon Username (if known)		Title (Mr, Mrs, Ms etc)	
Given Names*			
Preferred Name		Family Name*	
Date of Birth* (dd/mm/yyyy)		Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Your Service ID*		Work Contact Phone	
Your Service Name*			
Work Email Address*			

**Part 2: ESL Delegated Authoriser’s declaration**

This section must be completed by the staff member in Part 1

- I declare that all information included in this application and any EOI Documents provided are valid and correct.
- The personal information we are collecting from you now is needed so that we can establish your identity and provide you with an ESL account. The information will be used for these purposes and may be shared with other agencies so that they can operate education sector applications. Your information will not be used or disclosed for any other purposes unless permitted or required by law. You do not have to provide this information but we may not be able to provide you with an ESL logon if you don't. The information collected will be held by the Ministry of Education and you have the right under the Privacy Act 1993 to request access to and correction of this information.

Delegated authoriser’s signature\*      Delegated authoriser name (please print full name)\*      Date\*

**Part 3: ESL Authoriser’s confirmation**

This section must be completed by the ECE Service Provider Contact

- I approve this person becoming a Delegated Authoriser for our ECE Service Name listed in Part 1.
- I confirm that the Evidence of Identity (EOI) documents presented are proof of the applicant’s identity
- Please refer to Education Sector Evidence of Identity Information on page 2 for appropriate EOI documents.

ESL Authoriser’s Signature\*      Date\*

ESL Authoriser’s Name (please print full name)\*



## ECE Delegated Authoriser Request

### Where to send this completed ESL 50 form:

You should scan and e-mail (or post) the completed ESL 50 form to the Education Service Desk.			
<b>Email:</b>	<a href="mailto:Service.desk@education.govt.nz">Service.desk@education.govt.nz</a>	<b>Post:</b>	Education Service Desk, Ministry of Education, PO Box 1666, Wellington 6140
<b>Phone:</b>	0800 422 599		

### ESL Authoriser/Delegated Authoriser Information

Your ECE Service Provider Contact is the Education Sector Logon (ESL) Authoriser at your ECE Service.

Your ECE Service Provider Contact can delegate authorising responsibility to the Professional Leader on their behalf for their ECE Service to approve ESL user access requests to Education Council (EC) Online Services for staff at your ECE Service (which the delegated authoriser would do via part 3 of the ECE User Request (ESL 51 Form)).

If the ECE Service Provider Contact does want to delegate authorising responsibility to the Professional Leader on their behalf for their ECE Service the Education Council (EC) Online Services – ECE Delegated Authoriser Request (ESL 50 Form) needs to be completed by the Professional Leader and authorised by the ECE Service Provider Contact.

### Evidence of Identity Information

Generally you will need to provide two forms of identification as proof of who you are (e.g. your NZ Passport) and some other document (such as NZ Driver Licence) which provides supporting evidence of your personal details which you have filled out in Part 1 & 2: Delegated Authorisers details, ESL 50 Form.

Your ECE Service Provider Contact or delegate must confirm they have seen the originals of your Evidence of Identity documents by completing and signing Part 3: Authorisers Confirmation, ESL 50 Form.

Evidence of Identity documents:

<p><b>One document from the following list:</b></p> <ul style="list-style-type: none"> <li>• NZ Passport</li> <li>• Overseas Passport</li> <li>• NZ Emergency Travel Document</li> <li>• NZ Refugee Travel Document</li> <li>• NZ Certificate of Identity</li> <li>• NZ Certificate of Identity (Immigration Act 1987)</li> <li>• NZ Firearms Licence / Firearms Dealer’s Licence</li> <li>• NZ Birth Certificate</li> <li>• NZ Citizenship Certificate</li> </ul>	<b>PLUS</b>	<p><b>One document from the following list:</b></p> <ul style="list-style-type: none"> <li>• International Driving Permit</li> <li>• NZ Driver Licence</li> <li>• Teacher’s Registration (i.e. practising certificate)</li> <li>• Confirmation of Permit Status</li> <li>• Community Services Card</li> <li>• Electoral Roll Record</li> <li>• Student identity card</li> <li>• Employee identity card</li> <li>• 18+ Card (must be current)</li> <li>• A current utility bill (e.g. power, phone)</li> </ul>
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#### Has your Name changed?

If the Evidence of Identity documents you show your ECE Service Provider Contact or delegate includes a name that you have changed (e.g. by marriage or deed poll) you will need to also include one of the following documents as certification of that name change:

<ul style="list-style-type: none"> <li>• NZ Marriage Certificate</li> <li>• NZ Civil Union Certificate</li> <li>• Change of Name by Deed Poll</li> </ul>	<b>OR</b>	<ul style="list-style-type: none"> <li>• New Zealand Divorce Papers</li> <li>• Certificate of Annulment</li> <li>• Change of Name by Statutory Declaration</li> </ul>
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