

Delegated Authoriser Request Form

Use this Education Sector Logon (ESL) Delegated Authoriser form if you would like to:

- Apply for Delegated Authoriser access for your school
- Update your existing Education Sector Logon account with the Delegated Authoriser role

Part 1: Account owner details

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

* Fields denoted with an asterisk * are mandatory

Part 2: Account owner declaration

- I declare that all information included in this application and any Evidence of Identity (EOI) documents provided are valid and correct. .
- I understand and agree that I will be required to sight Evidence of Identity (EOI) documents, as per the guidance on page 2, for any new user requests that I approve.
- 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.

Account owner's signature*

Account owner's name (please print full name)*

Date*

Part 3: Authoriser's confirmation

This section must be completed by your organisation's Education Sector Authoriser (School Principal, CEO, Vice Chancellor, or equivalent)

- I approve this person being given the Delegated Authoriser access.
- I confirm that the Evidence of Identity (EOI) documents sighted are proof of the applicant's identity based on the guidance on page 2.

Education Sector Authoriser's Signature*

Date*

Education Sector Authoriser's Name (please print full name)*

Part 4: Post or email the completed form to the Education Service Desk

Post:	Education Service Desk PO Box 1666 Wellington 6140	Email:	service.desk@education.govt.nz
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User Account Guide

Evidence of Identity (EOI) Information

Generally you will need to provide two forms of identification as proof of who you are (e.g. your Birth Certificate or Passport) and some other document (such as Drivers Licence or Teachers Registration) which provides supporting evidence of your personal details (Part 1: Account owner details, Education Sector Request forms).

Your Education Sector Organisation Authoriser must confirm they have seen the original of both your identification documents by signing your Education Sector Request form (Authorisers Confirmation, Education Sector Request forms).

You can use a combination of identification documents, for example:

One document from the following:

- NZ Passport
- Overseas Passport
- NZ Emergency Travel Document
- NZ Refugee Travel Document
- NZ Certificate of Identity
- NZ Certificate of Identity (Immigration Act 1987)
- NZ Firearms Licence / Firearms Dealer's Licence
- NZ Birth Certificate
- NZ Citizenship Certificate

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One document from the following:

- International Driving Permit
- NZ Driver Licence
- Teacher's Registration (i.e. practising certificate)
- Confirmation of Permit Status
- Community Services Card
- Electoral Roll Record
- Student identity card
- Employee identity card
- 18+ Card (must be current)
- A current utility bill (e.g. power, phone)

If the Evidence of Identity documents you show your Organisation Authoriser 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:

- NZ Marriage Certificate
- NZ Civil Union Certificate
- Change of Name by Deed Poll

- New Zealand Divorce Papers
- Certificate of Annulment
- Change of Name by Statutory Declaration