



# Brandon Literacy Council Inc. – Request for Official Documentation

## Personal Information

<b>Date of Request:</b>			
Month	Day	Year	
<b>Given Name (s):</b>		<b>Surname:</b>	
<b>Maiden Name:</b>		<b>Date of Birth:</b>	
		Month	Day Year
<b>Phone:</b>		<b>Fax:</b>	
<b>Email Address:</b>			
<b>Mailing Address:</b>	<b>Apartment or Unit Number:</b>	<b>House or Building Number &amp; Street:</b>	<b>Box Number:</b>
	<b>City / Town:</b>	<b>Province:</b>	<b>Postal Code:</b>

## Documentation Request

<b>Please indicate the <u>type</u> of Official Documentation you are requesting and the <u>number of copies</u> you require?</b>				
<b>Letter of Enrollment</b>	<b>Letter of Completion</b>	<b>Official Transcript</b>	<b>Other: (Please describe)</b>	
<b>Please select a timeline for when the Official Documentation is needed:</b>				
BLC will make every effort to issue the Official Documentation in a timely manner, however, it is the learner's responsibility to ensure time is allocated for assessment and issuing / mailing of document.				
<b>As soon as possible</b>	<b>Beginning of program</b>	<b>Conclusion of program</b>	<b>Specific Date:</b>	<b>Other: (please describe)</b>
			Month Day Year	
<b>If you need your document at the beginning or completion of your program, please identify the type of programming you need at BLC: (i.e. list of specific courses, diploma, upgrading)</b>				
<b>How do you want the documentation issued? Check all that apply</b>				
	<b>Picked Up</b>	<b>Mailed</b>	<b>Faxed</b>	<b>Emailed</b>
<b>To myself</b>				
<b>To another institution</b>				



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### Institution Information *(if applicable)*

<b>Institution Name:</b>			
<b>Contact Person:</b>		<b>Phone:</b>	<b>Fax:</b>
<b>Email Address:</b>			
<b>Mailing Address:</b>	<b>Apartment or Unit Number:</b>	<b>House or Building Number &amp; Street:</b>	<b>Box Number:</b>
	<b>City / Town:</b>	<b>Province:</b>	<b>Postal Code:</b>

### Other Information *(if applicable)*

**Please provide any other necessary instructions in consideration of your Official Documentation request:** (i.e. purpose of the documentation, specific BLC courses to be included, student reference numbers).

### Official Documentation Release Consent

I give consent for the requested Official Documentation to be prepared and released by Brandon Literacy Council Inc. as per the directions of the Request for Official Documentation form herein.      **Yes** \_\_\_\_\_      **No** \_\_\_\_\_

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Name (print)	Signature	Date
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Your **completed** and **signed** form can be submitted to the Executive Director through the following ways:

**Mailed to or Dropped off at:**  
 Brandon Literacy Council Inc.  
 129 – 12<sup>th</sup> Street  
 Brandon, MB R7A 4L8

**Faxed to:**  
 (204) 729-9964

**Scanned and Emailed to:**  
 info@blcbrandon.com

*All information of your official request for documentation will be handled with the highest degree of confidentiality and will only be released as per the instructed guidance the completed request for herein. If you have questions about this consent form, you may contact the executive director at (204) 729-9964. If you have questions about the **Personal Information Protection and Electronic Documents Act (PIPEDA), Personal Health Information Act (PHIA), Personal Information and Electronic Documents Act (Canada)**, please contact:*

The Office of the Privacy Commissioner of Canada: 112 Kent Street, Ottawa, Ontario K1A 1H3    Telephone: 1-613-995-8210    Toll-free: 1-800-282-1376

OFFICE USE ONLY: Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_