

Authorization Form for the Release of Information to a Third Party

Procedures (for students)

- 1) Print the form.
- 2) Be sure to fill out each field in the **Student information** section, i.e. your student number, first name and last name, date of birth, mailing address, telephone number, program of study, faculty and level of studies. All of these fields are mandatory.
- 3) Next, fill out the **Authorized persons** section; be sure to clearly indicate the first name and last name of the person(s) authorized to receive the information.
- 4) In the **Authorized actions** section, specify the scope of this authorization (access your personal information, obtain official documents or carry out transactions that affect you). Be sure to check off “Yes” for all authorized actions; you may authorize one or several actions and check off “No” for the others.
- 5) For each authorized action (those for which you have checked off “Yes”), specify the duration of the authorization (start and end dates).
- 6) Sign the form and indicate the date of the request.
- 7) Give the completed form to the authorized person so that he/she can submit it to your faculty Secretariat or to InfoService at 75 Laurier Avenue East, Tabaret Hall, Room129, Ottawa, Ontario.

Notes

- 1) The right-hand column in the **Authorized actions** section indicates where the authorized person should go (your faculty’s Secretariat or InfoService) to access the requested information, to obtain documents or to carry out certain transactions. If the authorized person is required to go to both InfoService and your faculty’s Secretariat, he/she must first go to InfoService.
- 2) The authorized person must present a piece of photo ID when submitting the form.
- 3) You can cancel previous authorizations. You must first print a new form, fill out the **Student information** and **Authorized persons** sections, and sign and date the **Cancellation of authorization** section at the bottom of the form.
- 4) To obtain further information on the **Authorization Form for the Release of Student Information to a Third Party** or the procedures, please contact InfoService at 613-562-5700 or 1-877-UOttawa (1-877-868-8292).