



Ministry of Education

Data Management Unit
PO Box 9170 Stn Prov Gov
Victoria BC V8W 9H7

ATTN: PEN Coordinator

FAX: (250) 356-0277

NO COVER SHEET REQUIRED!

1701S

Student PEN Request Form

To obtain your Personal Education Number, please fill out the form below in FULL and fax (250) 356-0277 to the Ministry or scan and email to PENS.Coordinator@gov.bc.ca. (You may also take a picture of the completed form with your phone and email the image). Personal Education Numbers can not be provided over the phone. If you have not attended a BC K-12 School since 1993, have not written a Provincial Exam since 1986, or have not attended a public post-secondary institution since 1998, then, you do not have a PEN, nor can you be assigned a new PEN by submitting this form. Upon registration, the school where you apply will request a PEN on your behalf.

Please note: Your PEN is not required for registration (electronic or otherwise), to any post-secondary institution. Not having this number cannot deny or delay your registration in any manner.

I _____, hereby request my Personal Education Number.
(Handwritten Signature Required)

Form with fields for Legal Surname, Usual Surname, Maiden Name, Birthdate, Gender, School Student ID Number, Last BC School Attended, Current School Attending, e-mail address, fax number, mailing address, City, Province, Postal Code. Includes instructions to print contact information and a note to read carefully and initial the demographic information.

CONFIDENTIAL INFORMATION

The information collected on this form will be used to verify your identity for the purposes of communicating your personal education number to you, and may also be used to update your PEN file. All information provided on this form will be administered in accordance with the Freedom of Information and Protection of Privacy Act.