

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 <u>not required</u> 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)

Level First Civen Name(s)

I, hereby request my Personal Education Number.		
(Handwritten Signature Required)		
Legal Surname	Legal First Given Name(s)	Legal Second (Middle) Given Name(s)
Usual Surname (if different)	Usual First Given Name (if different)	Usual Second (Middle) Given Name (if different)
Maiden Name (if applicable)	Past Name(s) (if applicable)	
Birthdate	Gender	School Student ID Number (if known)
YYYY MM DD	Male Female	
Last BC School Attended		Current School Attending (if applicable)
Please carefully print your contact information below. We will e-mail your PEN to the e-mail address noted.		PLEASE READ CAREFULLY AND INITIAL  THE PERSONAL DEMOGRAPHIC
e-mail address:		INFORMATION PROVIDED ABOVE IS COMPLETE AND ACCURATE.
fax number: ()		
mailing address:		(Handwrite Initials Above)
mailing address:		,
City: Province Postal Code:		Note: Usual surname and given name fields are for use if you are known by a different name than recorded on your birth certificate.

## **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.* For more information regarding the use of your personal information provided on this form, please contact the Student Information Services Branch, Data Management Unit, Ministry of Education.