



**AUTHORIZATION TO REQUEST OR PICK-UP DOCUMENTS
ON SOMEONE'S BEHALF**
Birks Student Service Centre

In accordance with the Quebec Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information, Concordia University is required to obtain consent from current and former students in respect of requests for the release of personal information, including requesting and picking up documents.

Designate a proxy to request or pick-up documents:

1. Complete and sign the form.
2. Upload the completed and signed form via your Student Centre as Document Type: Note From Student, and write: Birks Authorization to Request or Pick-up Documents in the description field.
3. Verify that the document is available in your Student Centre. It could take up to 24 hours to appear.

4. Once the document appears in your Student Centre, inform the third party of their obligations, including:
 - a. Present a valid photo identification. Digital versions of identifications are not accepted.
 - b. Present a printed copy of this completed and signed form.

THE PRINTED AND SIGNED COPY OF THIS FORM IS REQUIRED TO OBTAIN OR REQUEST DOCUMENTS

Student's Information (please print)

Last Name: _____

First Name: _____

Concordia Student ID Number: _____

Email Address and Telephone Number: _____

Third Party Information (please print) *Must present valid photo identification*

Last Name: _____

First Name: _____

Email Address and Telephone Number: _____

To be completed by the student / former student:

AUTHORIZATION TO REQUEST OR PICK-UP DOCUMENTS:

I (please print) _____, hereby authorize the above-named person to

(please select one) ☐ **request** OR ☐ **pick-up** the Concordia documents mentioned below on my behalf.

- ☐ Attestation Letter

☐ Degree Conferred Letter

☐ OPUS letter or form

☐ Forms and other University seal-bearing documents

☐ Other _____

This authorization is only valid for the request made on Date _____ (YYYYMMDD).

Student's Signature _____ Date _____ (YYYYMMDD)

NOTE:

• The University reserves its right to verify the information provided herein and may, in cases that could not be satisfactorily authenticated, decline to allow a third party to request or pick documents on someone's behalf.

• The authorized third party must present valid photo I.D. when requesting or picking up documents.