



MACQUARIE
University

Third Party Authority Form

Use this form if you would like someone to collect your academic document on your behalf

TO BE COMPLETED BY THE STUDENT WHOSE NAME IS ON THE ACADEMIC DOCUMENT

Instructions

To comply with the NSW Privacy Act, if you wish a third party (eg. family member, partner, friend) to collect an official academic document on your behalf you must provide them with this Third Party Authority form.

The third party collecting your transcript must bring:

1. academic document request form (eg. transcript, AHEGS) filled out and signed by student
2. specimen of the student's official photo ID signature (eg. driver licence, passport)
3. this third party authority form, filled out and signed by student
4. their own official photo ID (eg. driver licence, passport)

Request Details

I _____ authorise _____
(your name) (third party name)

Student MQ OneID:

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to purchase and collect my official academic document(s).

Signature: _____ Date: _____

Notes:

- The student authorising this action must submit a specimen of their signature as it appears on a legitimate form of personal identification (eg. driver licence, passport, etc) to enable the University to fulfil its obligations under the Privacy and Personal Information Protection Act (NSW) 1998). The request WILL NOT be processed until this is provided.
- Request will not be processed until all debts/sanctions are cleared.

Office Use Only

Student ID _____

Staff name _____ Date _____