

School Delegated Authoriser Request Form

Use this Education Sector Logon (ESL) Delegated Authoriser form if you would like to:			
<ul style="list-style-type: none"> ▪ Apply for Delegated Authoriser access for your school • Update your existing Education Sector Logon account with the Delegated Authoriser role 			
Part 1: Account owner details			
Education Sector Logon username (if known)		Title (Mr, Mrs, Ms, etc)	
Given Names *			
Preferred Name (if different)		Surname *	
Date of Birth * (dd/mm/yyyy)		Gender *	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Work Contact Phone		School MOE number *	
Work Email Address*			
School Name*			
* Fields denoted with an asterisk * are mandatory			
Part 2: Account owner declaration			
<ul style="list-style-type: none"> • I declare that all information included in this application and any Evidence of Identity (EOI) documents provided are valid and correct. . • I understand and agree that I will be required to sight Evidence of Identity (EOI) documents, as per the guidance on page 2, for any new user requests that I approve. • The personal information we are collecting from you now is needed so that we can establish your identity and provide you with an ESL account. The information will be used for these purposes and may be shared with other agencies so that they can operate education sector applications. Your information will not be used or disclosed for any other purposes unless permitted or required by law. You do not have to provide this information but we may not be able to provide you with an ESL logon if you don't. The information collected will be held by the Ministry of Education and you have the right under the Privacy Act 2020 to request access to and correction of this information. 			
Account owner's signature*		Account owner's name (please print full name)*	Date*
Part 3: Authoriser's confirmation			
This section must be completed by your School's Principal / Tumuaki			
<ul style="list-style-type: none"> • I approve this person being given the Delegated Authoriser access. • I confirm that the Evidence of Identity (EOI) documents sighted are proof of the applicant's identity based on the guidance on page 2. 			
Education Sector Authoriser's Signature*		Date*	
Education Sector Authoriser's Name (please print full name)*			
Part 4: Post or email the completed form to the Education Service Desk			
Post:	Education Service Desk PO Box 1666 Wellington 6140	Email:	service.desk@education.govt.nz

Education Sector Logon ESL 10

User Account Guide

Evidence of Identity (EOI) Information

EOI Requirements for an Education Sector Logon User

Two types of Evidence of Identification documentation as outlined below;

- One EOI document to be provided from the Primary Identification Documents listed below
- One EOI document to be provided from the Supporting Identification Documents listed below

Please Note

- Users requesting a change to their given or family name (e.g. by marriage or deed poll) should provide a third document from the Name Change Requirements section below as certification of the name change.
- All EOI documentation should be current (not expired).

You can use a combination of identification documents, for example:

Primary Identification documents

One document from the following:

- NZ Passport
- Overseas Passport
- Emergency Travel Document (ETD)
- NZ Refugee Travel Document (RTD)
- NZ Certificate of Identity (issued to non-NZ citizens who cannot obtain a passport from their country of origin)
- NZ Certificate of Identity (issued to people who have refugee status)
- NZ Firearms Licence
- NZ Birth Certificate
- NZ Citizenship Certificate

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Secondary Identification documents

One document from the following:

- Community Services Card
- NZ Driver Licence*
- SuperGold Card
- Veteran Super Gold Card
- IR Number
- Electoral Roll Record
- Confirmation of Permit Status
- International Driving Permit*
- Student identity card*
- Employee identity card*
- 18+ Card*
- A current utility bill (e.g. power, phone)
- Steps to Freedom Form
- Qualifications and professional registration

*Document/record contains a photograph of the holder.

If the Evidence of Identity documents provided by the user indicates a name change (e.g. by marriage or deed poll) the applicant should also be advised to provide one of the following documents as certification of that name change:

- NZ Marriage Certificate
- NZ Civil Union Certificate
- Change of Name by Deed Poll
- NZ Name Change Certificate

- New Zealand Divorce Papers
- Certificate of Annulment
- Change of Name by Statutory Declaration

Education Sector Conditions of Use Information

For terms of user go to <http://services.education.govt.nz/education-sector-logon/about/terms-of-use/>