

Request for a certified copy of a teaching licence or other documents issued by the Ministère

Ministère file number :

A- Identity of candidate

<input type="checkbox"/> Mr.	Last name at birth	First name	
<input type="checkbox"/> Ms.			
Date of birth (yyyy-mm-dd)		Social insurance number	
Address			Apartment
City		Province	Postal code
Telephone number (home)		Other numbers (cell, work)	E-mail address
Number of the teaching licence (if known)	Document requested <input type="checkbox"/> Teaching diploma <input type="checkbox"/> Teaching permit <input type="checkbox"/> Provisional teaching authorization <input type="checkbox"/> Notice of eligibility		<input type="checkbox"/> Teaching authorizations for vocational training <input type="checkbox"/> Renewal of teaching permit <input type="checkbox"/> Renewal of provisional teaching authorization

The personal information collected by the Ministère is essential to the exercise of its functions, as provided for under the *Regulation respecting teaching licences*. This information may also be used for research or statistical purposes. It is treated confidentially and is accessible only to authorized staff who need it to carry out their duties. You have the right to request access to your personal information held by the Ministère and to request that it be corrected. To exercise this right, please contact the person responsible for access to documents and the protection of personal information.

I hereby request a copy of my teaching licence.

Signature _____

Date _____

B- Reserved for the Ministère

DECISION	<input type="checkbox"/> Copy sent	<input type="checkbox"/> Copy not sent
	<input type="checkbox"/> Other document (specify): _____	
Remarks:		
Signature of the authorized person _____	Date _____	Date of last document received _____
Initials _____	Date of issue _____	

Send your request to the following address:

Direction de la formation et de la titularisation du personnel scolaire
Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche
1035, rue De La Chevrotière, 28^e étage
Québec (Québec) G1R 5A5
Télécopieur : 418 643-2149