



APPLICANT THIRD PARTY DISCLOSURE AUTHORIZATION FORM

Complete this form if you authorize the Ontario College of Teachers to disclose personal information regarding your application for certification and membership, as applicable, to someone other than yourself. This can be an individual or an organization (the “**Third Party**”). Please submit this form by using the Member and Applicant File Upload Portal at oct-ooeo.ca/fileupload.

The Third Party you designate will be able to obtain information about the status of your application for certification and membership. However, this does not authorize the Third Party to (a) obtain other personal information about you, such as the details included in your application; or (b) represent you in any dealings with the Ontario College of Teachers.

Your Information

(SURNAME)

(GIVEN NAME)

(COLLEGE REGISTRATION #)

Your Designated Third Party's Information

(FULL NAME OF EMPLOYEE OR AUTHORIZED INDIVIDUAL)

(INSTITUTION NAME OR SCHOOL BOARD)

(ADDRESS LINE 1)

(ADDRESS LINE 2)

(APT.# /UNIT # / P.O. BOX / RR#.)

(CITY)

(PROVINCE / STATE)

(POSTAL CODE / ZIP CODE)

(COUNTRY)

(PRIMARY PHONE)

(SECONDARY PHONE)

By signing below, I understand that the Ontario College of Teachers is relying on this authorization form to release personal information about me to the Third Party designated above.

Signature:

Date (DD/MM/YYYY)

You can withdraw this authorization at any time by contacting the Ontario College of Teachers.

The authority granted to the Third Party is automatically terminated on the earlier of:

- a) one year from the date this authorization is signed; or
- b) upon the applicant obtaining a general Certificate of Qualification and Registration (without terms, conditions or limitations); or
- c) upon the applicant withdrawing their application to the College.

This authorization supersedes any other third-party authorization previously authorized by the applicant.

This authorization form is intended to be used by the applicant by choice. Submitting this form is optional and is not required in relation to any Ontario College of Teachers programs or processes.