Pokapū Waka Kura
Transport Service Provider (TSP) Delegated Authoriser Request

Use this Education Sector Logon (ESL) TSP Delegated Authoriser form if you need to:
- Apply to be an ESL Delegated Authoriser for your TSP organisation
- Get an Education Sector Logon account with the Delegated Authoriser role for your TSP organisation

Part 1: Delegated Authoriser user details

Education Sector Logon username *(if known)*		**Title** *(Mr, Mrs, Ms, etc)*	
Given Names *			
Preferred Name *(if different)*		**Family Name ***	
Date of Birth * (dd/mm/yyyy)		**Gender ***	Male ☐ Female ☐ Other ☐
TSP OrganisationID*		**Work Contact Phone**	
Work Email Address*			
TSP organisation Name*			
TSP Access Role*	Route-Group Administrator ☐		Contract Administrator ☐

TSP Access Role Information (* Fields denoted with an asterisk * are mandatory)

Transport Service Provider Route-Group Administrator allows Transport Service Providers to log in and submit monthly performance metrics on behalf of their organization. This role can only view and submit monthly reports.

Transport Service Provider Contract Administrator allows Transport Service Providers to be able to log in and view their contracts, route information, payment history and monthly performance metrics submitted on behalf of their organisation. Access includes view and download payment advice, view contract and route information as well as view and submit monthly reports for the services their organization runs. If a user needs to do everything in Pokapū Waka Kura for their company, then they only need this role.

Part 2: Delegated Authoriser user declaration

- 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 for ESL 52 TSP user request form/s.
- 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.

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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 TSP Education Sector Authoriser

- I approve this person being given the Delegated Authoriser access for our TSP organisation in Part 1 of this form.
- I confirm that the Evidence of Identity (EOI) documents sighted are proof of the applicant's identity based on the guidance on page 2 of this form.

_____ **Education**

Sector Authoriser's Signature*   **Date***

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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

Evidence of Identity (EOI) Information for the Education Sector Logon

EOI Requirements for Authorisers or Delegated Authorisers

It is the responsibility of the TSP Education Sector Logon Authoriser or Delegated Authoriser to confirm they have sighted the original, or a certified copy (certified by a Justice of the Peace, Doctor, Kaumatua, Minister of Religion), of both of your identification documents prior to signing off your Education Sector User Access Request.

If the EOI documentation presented indicates a name change (e.g. by marriage or deed poll) the applicant should provide a third document from the Name Change Documents section below as certification of the name change. If this documentation is not provided then the name cannot be used in the Education Sector Logon.

Evidence of Identity Document Lists

All ESL users are required to provide 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

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 needs to provide one of the following documents as certification of that name change;

Name Change Documents
- 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

https://applications.education.govt.nz/education-sector-logon-esl/how-use-esl/evidence-identity-eoi

Education Sector Logon Support

https://applications.education.govt.nz/education-sector-logon-esl/esl-support