

Pokapū Waka Kura

Transport Service Provider (TSP) User Access Request

ESL 52 Form
February 2022

This ESL 52 form is for TSP Route-Group Administrator or TSP Contract Administrator access

The person who requires this access should complete Part 1 and Part 2 of this form.

Your TSP Authoriser/Delegated Authoriser should complete Part 3 of this form.

Part 1: Education Sector Logon (ESL) Account User's details

*Fields denoted with an asterisk are mandatory

Education Sector Logon Username (if known)		Title (Mr, Mrs, Ms etc)	
Given Names*			
Preferred Name		Family Name*	
Date of Birth* (dd/mm/yyyy)		Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
TSP Organisation ID*		Work Contact Phone	
TSP Organisation Name*			
Work Email Address*			
TSP Access Role*	Route-Group Administrator <input type="checkbox"/> Contract Administrator <input type="checkbox"/>		

TSP Access Role Information

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: ESL Account User's declaration

This section must be completed by the staff member in Part 1

- I declare that all information included in this application and any Evidence of Identity (EOI) documents provided are valid and correct (refer to page 2 for appropriate EOI documents).
- 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 User's signature* Account User's name (please print full name)* Date*

Part 3: ESL Authoriser / Delegated Authoriser confirmation

This section must be completed by the Transport Service Provider Authoriser or Delegated Authoriser

- I authorise this user to have Pokapū Waka Kura access for our TSP as listed in Part 1.
- I confirm that the Evidence of Identity (EOI) documents presented are proof of the applicant's identity.
- Please refer to Education Sector Evidence of Identity Information on page 2 for appropriate EOI documents.

Authoriser's Signature* Date* ESL

ESL Authoriser's Name (please print full name)*

Where to send this completed Transport Service Provider User Request - ESL 52 Form:

You should scan and e-mail (or post) this completed ESL 52 form to the Education Service Desk Team.

Email: service.desk@education.govt.nz

Post: Education Service Desk, Ministry of Education,
PO Box 1666, Wellington 6011

ESL Authoriser / Delegated Authoriser Information only

Your organisation's CEO or equivalent (e.g. Kaiwhakahaere, Director) is the Education Sector Logon (ESL) Authoriser at your TSP organisation.

Please complete the Delegated Authoriser Request (ESL 51 Form) if the CEO or equivalent wants to delegate this responsibility to someone else in your organisation.

Evidence of Identity Information for ESL Users

Generally you will need to provide two forms of identification as proof of who you are (e.g. your NZ Passport) and some other document (such as your NZ Driver Licence) which provides supporting evidence of your personal details which you have filled out in Part 1: Account Users details, ESL 52 Form.

Your ESL Authoriser or Delegated Authoriser must confirm they have seen the originals of your Evidence of Identity documents by completing and signing Part 3: Authorisers Confirmation, ESL 52 Form.

You can use a combination of Evidence of Identity documents, for example:

One document from the following list:

- NZ Passport
- Overseas Passport
- NZ Emergency Travel Document
- NZ Refugee Travel Document
- NZ Certificate of Identity
- NZ Certificate of Identity (Immigration Act 1987)
- NZ Firearms Licence / Firearms Dealer's Licence
- NZ Full Birth Certificate
- NZ Citizenship Certificate

PLUS

One document from the following list:

- NZ Driver Licence
- 18+ Card
- Community Services Card
- Super Gold Card
- Veteran Super Gold Card
- IR Number
- Electoral Roll Record
- Confirmation of Permit Status
- International Driving Permit
- Student Identity Card
- Employee Identity Card
- Steps to Freedom Form
- A current Utility account/bill (e.g. power, phone) with your current address

Has your Name changed?

If the Evidence of Identity documents you show your ESL Authoriser or Delegated Authoriser includes a name that you have changed (e.g. by marriage or deed poll) you will need to also include one of the following documents as certification of that name change:

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

OR

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

Education Sector Login Support

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