Arizona High School Equivalency Records Request

Instructions

⇒ Please clearly fill out Section 1 and Section 2 of this form, and mail to us with the applicable fee. (See below for fees).
⇒ An original signature is required for us to process the request (NO electronic signatures).
⇒ Transcripts and Verifications are processed within 2-3 business days.
⇒ We only accept Money Orders or Business Checks for requests.
⇒ 3rd Party Verifiers: Call (602) 258-2410, option #2 for questions on the verification process.

Section 1—My Information

<table>
<thead>
<tr>
<th>Current Legal Name (REQUIRED) (First, Middle, Last)</th>
<th>Social Security Number (REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name During Test—Required if different than above (First, Middle, Last)</td>
<td>Date of Birth (REQUIRED)</td>
</tr>
<tr>
<td>Current Mailing Address</td>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>Test Center Name/Approx. Testing Location (optional)</td>
<td>Current Phone Number ( )</td>
</tr>
</tbody>
</table>

Section 2—Please Send My Records To...

Name of Business, Educational Institution, etc. | Attention (Specific individual or Dept.): |
Mailing Address (No P.O. Box if shipping overnight) | City, State, Zip Code |
| Business Phone Number ( ) | |

Certification: “I hereby certify that all information provided is completely true, and I authorize the release of my scores to the requestor.” Applicant Signature (Required by Student Privacy Act)

Signature ___________________________________________ Date __ / __ / ___

Payment: Money Order or Business Check ONLY;
Made Payable To: AZ Department of Education

Check all that apply

☐ Transcript PRIOR to 1985: $15.00
   (includes Microfilm Search & 1 official transcript. For additional transcripts, please check Transcript box below and indicate quantity.)
☐ Transcript 1985—Present: $10.00 X Quantity _________
☐ Verbal Verification (3rd Parties Only) PRIOR to 1985: $15.00
☐ Check here for FedEx Overnight Priority Shipping: $20.00
   (in addition to transcript fee)
Restrictions apply; Cannot send to P.O. Boxes, Street Addresses only.

Total Amount Enclosed: $__________

WE DO NOT EMAIL OR FAX ANY SCORES OR RECORD INFORMATION

Mailing Address:
Arizona Department of Education
Adult Education Services Bin #26
1535 W. Jefferson St.
Phoenix, AZ 85007

Walk-in Location:
ADE/Adult Education Services
3300 N. Central Ave., Suite 2360
Phoenix, AZ 85012
Hours: M-F 8:00am-5:00pm