



AZ High School Equivalency Records and Verification Request

Instructions

- ⇒ Please clearly fill out Section 1 and Section 2 of this form, and mail with the applicable fee. (see below for fees)..
- ⇒ Transcripts and Verifications requests are processed within 2-3 business days of receiving.
- ⇒ Only forms of payment accepted are Money Orders or Business Checks. **No personal checks.**
- ⇒ 3rd Party Verifiers: Call (602) 258-2410, option #2 for to obtain verification or questions.
- ⇒ Do not mail form to the walk-in location. We only accept mail at the mailing address.

Mailing Address:

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

Walk-in/Physical Location:

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

Section 1—My Information

Current Legal Name (REQUIRED) (First, Middle, Last)		Social Security Number (REQUIRED) - -
Name at Time of Test— <i>Required if different than above</i> (First, Middle, Last)		Date of Birth (REQUIRED) / /
Current Mailing Address	City, State, Zip Code	Current Phone Number () -
Approx. Test Center Location/Name <i>(optional)</i>		Approx. Test Date

Section 2—Please Send My Records To...

Check here to send your transcript to the above address.

Name of Business, Educational Institution, etc.		Attention (Individual or Dept.):
Mailing Address (No PO Box if shipping FedEx)	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 FERPA: Student Privacy Act)

Signature _____ Date ____ / ____ / ____

Payment: Money Order or Business Check ONLY.

Made Payable To: AZ Department of Education
(Check all that apply; includes USPS ground shipping)

- 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
- Verbal Verification (3rd Parties Only) 1985—Present: \$10.00

Expedite Shipping Options

*(in addition to transcript fee)
 Tracking included; signature required
 No shipping to P.O. Boxes*

- FedEx Overnight: \$20.00
- FedEx Ground, Phoenix: \$3.60
- FedEx Ground, All Other AZ Cities: \$4.00
- FedEx Ground, Out of State: \$8.00

Total Amount Enclosed: \$ _____

SCORES OR RECORD INFORMATION WILL NOT BE FAXED OR SENT BY E-MAIL