

Steps for Verbal Verification of AZ High School Equivalency Status

1. Complete Release Form

- ▶ Have the candidate complete the Transcript Record Request Form or use your own permission—to—release form as long as it contains the required information:
 - Current Name and former aliases
 - Full Date of birth
 - Full social security number
 - Signature
- ▶ Electronic signatures are accepted.
- ▶ This release form must be mailed along with the required payment.

2. Mail Release Form

- ▶ **Mail the release form to the following address:**

Arizona Department of Education
Adult Education Services Bin #26
1535 West Jefferson Street
Phoenix, Arizona 85007
- ▶ Make sure to include the appropriate, required verification fee:
Records from 1985 to the present day: \$10.00 Money order or Business Check
Records 1984 and prior: \$15.00 Money Order or Business Check

3. Call (After 5-7 Business Days)

- ▶ To obtain your verbal verification, please call our office at (602) 258-2410, option 2, after 5-7 business days of mailing the request.
- ▶ We *ONLY* verify **PASS/FAIL** status and the date of completion.
- ▶ We will **NOT** provide scores, transcripts, or authenticate any diplomas to third-parties.
- ▶ Third-party verifiers are responsible for following up on their requests.