



Arizona High School Equivalency Official Transcript and Verbal Verification Request

Instructions

- Please clearly fill out Section 1 and Section 2. Sign and date the form.
Mail the form with the applicable fee/s to the mailing address below.

Section 1—Must be Completed by Former Test-Taker

Form with fields: Current Legal Name (REQUIRED, First, Middle, Last), Date of Birth (REQUIRED, month/day/year), Name at Test Time and Any Other Names Used (Required if different than above), Social Security Number (last 4 digits ONLY), Current Mailing Address, City, State, Zip Code, Current Phone Number, Approximate Testing Location, Approximate Testing Date.

Check here to send official transcript/s to address above.

Section 2—Official Transcript/s Sent...

Electronically Regular Mail (USPS)

Form with fields: Email Address (ONLY if requesting to send electronically), Student ID (if known), Name of Business, Educational Institution, etc. (ONLY if requesting to send via USPS), Attention to Department, Individual, etc., Mailing Address, City, State, Zip Code, Business Contact Number.

Certification: "I hereby certify that all information provided is true, and I authorize the release of my official transcript or completion date to the requestor." (Signature Required by FERPA Student Privacy Act)

Signature Date

Important Notes:

- Requests are processed within 2-3 business days of receiving.
3rd Parties must call (602) 258-2410, option #2 to obtain verbal verification.
PAYMENT FORM MUST BE MAILED, PAYABLE TO AZ DEPARTMENT OF EDUCATION.
NO CASH, PERSONAL CHECKS OR CREDIT CARDS WILL BE ACCEPTED.
OFFICIAL TRANSCRIPT/S WILL NOT BE SENT BY FAX.

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

Payment Options

Money Order or Business Check ONLY. Payable To AZ Department of Education. Check all that apply. USPS first class shipping ONLY

- Transcript for years 1945 to present - \$15.00 each X Quantity
Microfilm Search, 1 official transcript - \$15.00 each X Quantity
Third Party Verification 1945 to Present - \$15.00

Total Amount Enclosed: \$