



## Steps for Verbal Verification of Arizona High School Equivalency Status

### 1. Complete Release

- Have the candidate complete the [AZ HSE Official Transcript and Verbal Verification 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.
- The 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 required verification fee:**

**Records from 1945 to Present** - \$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.