



# 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.

### 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

## Section 1—My Information

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

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

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**