

# Change your ASE Release Status

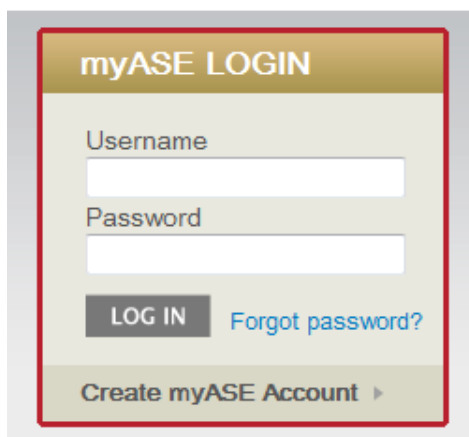
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ASE reserves the right to confirm whether you do or do not hold ASE certifications and in which areas. This is information about only those tests that you have passed - basically, it is the same information that is on your wall display certificate. We do not share your personal information.

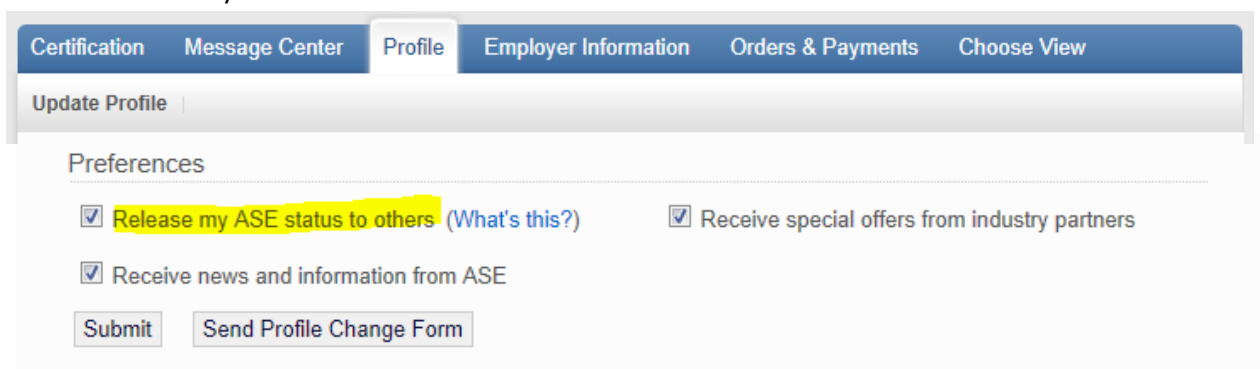
If you do not want ASE to share this information with anyone else, you can opt out by unchecking the box labeled "Release my ASE status to others" in your profile in myASE. If you do so, ASE will not release your certification status to your employer, OEM, or other group or individual. *This may prevent you from being reimbursed for tests, participating in recognition programs, or accessing service information, etc.*

Here is how you can change your ASE Release Status:

1. Log into your myASE account from the ASE homepage – [www.ase.com](http://www.ase.com). If you don't remember your username or password, click the "[Forgot password?](#)" link. We will help you find your records.



2. Select Update Profile, and continue to the third page of info. To opt in, check the box labeled "Release my ASE Status to others". To opt out, uncheck the box. Then click the Submit button. That's it – you are done!



3. **Or** you can complete and fax the attached "No Release" Change Form to the ASE Customer Service Team. The fax number is (703) 669-6122. Please allow three business days for processing.



National Institute for  
**AUTOMOTIVE SERVICE EXCELLENCE**

**“NO RELEASE” CHANGE FORM**

Please check **one** box:

**Yes**, I want ASE to release information about the ASE tests I have passed to my employer and/or other third parties upon request. **Make my status “OK to release”**.

**No**, I do **not** want ASE to release information about the ASE tests I have passed to my employer and/or other third parties upon request. **Make my status “No Release”**.

By signing this form, I acknowledge that ASE expressly disclaims any responsibility for the actions of organizations or entities that decide to use ASE tests in any context other than ASE’s voluntary certification of automotive service professionals.

\_\_\_\_\_  
Your full name (please print)

ASE - \_\_\_\_\_ - \_\_\_\_\_  
ASE ID: ASE-XXXX-XXXX (if you know it)

\_\_\_\_\_  
Last 4 digits of your SSN

\_\_\_\_\_  
Date of birth (MM/DD/YYYY)

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Daytime phone number (with area code)

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Today’s date

Return this form to: ASE Customer Service Dept.  
101 Blue Seal Dr. SE, Suite 101  
Leesburg, VA 20175  
Email: [contactus@ase.com](mailto:contactus@ase.com)  
Phone: (800) 390-6789 (option 9)  
**Fax: (703) 669-6122**