



Did you know....you can access your current certification status and e-mail or fax a certification status letter from your personal myASE account? Go to www.ase.com/myASE and enter your username and password in the myASE Login box, or click *Create myASE Account* to set up your account. If you have taken a test with ASE before then you already have a personal account page. If you created a myASE account in the past and do not remember your username or password, click *Forgot password?* to reset your login information. If you do not remember the answer to your verification question, contact ASE Customer Service at 1-800-390-6789 or contactus@ase.com.

ASE Certification Status Request Form – Certified Professionals

To obtain a certification status letter showing the ASE test(s) you have passed with the most recent expiration date(s), please complete this form and send it by mail to: ASE, Certification Status Request, 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175, or Fax: (703) 669-6122. If you have any questions, contact ASE Customer Service at 1-800-390-6789 or contactus@ase.com.

PLEASE TYPE IN THE FIELDS BELOW

Your Name

(First name, middle initial, and last name as it appears on your certificate or myASE account)

ASE ID number or ASE Certificate ID number

(Your ASE ID, e.g. ASE-1234-5678, can be found on your certificate or myASE account. Your ASE Certificate ID, e.g. AB1CD2EF3JONES, can be found on your certificate.)

Date of birth

Last 4 digits of SSN

Check here if this is a NEW address

Street Address

City, State/Prov, Zip/Postal Code

Daytime Telephone Number (with area code)

Fax Number (with area code)

E-mail Address

Is ASE faxing your certification status letter to someone other than you (e.g. employer or third party)? Please provide the recipient's name and company.

Reason for Request

Signature

Date

Note: ASE will not release any information if your record is blocked. This service is provided at no charge. If you provide a fax number, the status letter will be sent by fax. Please allow 2 business days for your request to be processed.