



ASE Record Update Authorization

Complete this form and mail it with supporting documentation to: ASE Customer Service, 1503 Edwards Ferry Road NE, Suite 401, Leesburg, VA 20176, or fax (703) 669-6122.

Please allow three business days for this request to be processed. Under certain circumstances, a scheduled appointment may delay processing of your request until after your appointment date has been completed and test results are posted to your account. Once your request is approved and completed, you will be notified by email. Note: we may contact you or your supervisor for verification. If you have questions, contact us at 1-800-390-6789 or contactus@ase.com.

Your corrected information as it should appear on your ASE record:

Print your full legal name: _____

Date of Birth (month/day/year): _____

Last four digits of SSN: _____

ASE ID number: _____

Phone: _____ E-mail: _____

I authorize ASE to update the following item(s) on my ASE record: (check all that apply)

Name Change – for example, Jane Smith to Jane Jones – attach copy of your marriage license, divorce decree, or court ordered name change documentation

Incorrect name as it appears on your ASE record: _____

Name Correction – for example, Bill Brown to William Browne Jr. – attach a copy of your current driver's license, military ID card, or other government-issued form that shows your full name and date of birth

Incorrect name as it appears on your ASE record: _____

Date of Birth – attach a copy of your current driver's license, birth certificate, military ID card, or other government-issued form that shows your full name and date of birth

Incorrect date of birth as it appears on your ASE record: _____

Social Security Number (last four digits) – attach a copy of your social security card, payroll stub, military ID card, or other government-issued form that shows your full name and the last four digits of your social security number

Incorrect SSN (last four digits) as it appears on your ASE record: _____

Signature: _____ Date: _____