



**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](http://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](mailto: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, 1503 Edwards Ferry Road NE, Suite 401, Leesburg, VA 20176, or Fax: (703) 669-6122. If you have any questions, contact ASE Customer Service at 1-800-390-6789 or [contactus@ase.com](mailto:contactus@ase.com).

**Please print clearly**

\_\_\_\_\_  
**Your Name**

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

\_\_\_\_\_  
**ASE ID number**

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

\_\_\_\_\_  
**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.