



ASE Certification Status Request Form – Employers

To obtain a certification status letter for **one to five** individuals showing the ASE test(s) each has 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 the status request is for more than one individual, please attach a separate page listing all the names and ASE IDs. If you have any questions, please contact ASE Customer Service at 1-800-390-6789 or contactus@ase.com.

Please print clearly

Test Taker's Name

(First name, middle initial, and last name as it appears on the test taker's certificate or myASE account)

Test Taker's ASE ID number

(An ASE ID, e.g. ASE-1234-5678, can be found on the test taker's certificate or myASE account.)

Date of Birth

Last 4 digits of SSN

If you are requesting the certification status for **six or more** individuals, please create a myASE account for your company. You must first have a personal account in myASE. Once you have a personal account, you can identify yourself as an employee of your company and request to become an account manager for the company account. Once approved, you will be able to view the certification status for all your staff, register them for tests, and more. To get started, visit www.ase.com/myASE. Note: If becoming an account manager for your company is not applicable, please contact ASE Customer Service at 1-800-390-6789 or contactus@ase.com for assistance.

REQUESTED BY (please print clearly):

Company Name

Address

City

State/Prov

Zip/Postal Code

Telephone Number (with area code)

Fax Number (with area code)

E-mail Address

Date

Requester's Name and Title

Signature

Reason for Request

Note: ASE will not release any information if a test taker's 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 two business days to process a request for a single test taker and 3 business days for multiple test takers.