



## **ASE Certification Status Request Form – Third Parties**

To obtain a certification status letter for an individual showing the ASE test(s) 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 ID numbers. If you have any questions, please contact ASE Customer Service at 1-800-390-6789 or [contactus@ase.com](mailto:contactus@ase.com).

***Please print clearly***

---

**Test Taker's Name**

(First name, middle initial, and last name)

---

**ASE ID number**

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

**REQUESTED BY (please print clearly):**

---

Company Name

---

Address

---

City

---

State/Prov

---

Zip/Postal Code

---

Telephone Number (with area code)

---

Fax Number (with area code)

---

Requester's Name

---

Title

---

Reason for Request

---

Signature

---

Date

**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.

It is ASE's policy that requests from law offices or attorneys must be formally submitted by written request on company letterhead. Send it by mail to: ASE, Certification Status Inquiry, 1503 Edwards Ferry Road NE, Suite 401, Leesburg, VA 20176, or Fax: (703) 669-6123.