



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 it to (703) 669-6122.

Submit this form when your name, date of birth, or last 4 digits of SSN is different from what is currently on your myASE profile. (Note: your record only includes a middle initial instead of a middle name.) Allow three business days for processing. If you have an active unscheduled test, change/correct your account before scheduling an appointment. An appointment will delay processing until after the test date. We may contact you, or your supervisor when applicable, for verification purposes. If you have any questions about this form, contact us at 800-390-6789 or contactus@ase.com.

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

Print your full legal name (first middle initial last): _____

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

Last four digits of SSN: _____

ASE ID number: _____

Phone: _____ Email: _____

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 a 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 only (hide the first five digits on the copy) of your social security number.

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

Signature: _____ Date: _____