



National Institute for
AUTOMOTIVE SERVICE EXCELLENCE

ASE CERTIFICATION STATUS REQUEST FORM
for employers and other third parties

To obtain a certification status letter showing the ASE test(s) an individual has passed with the most recent expiration date(s), please complete this form and send it by mail or fax to:

ASE
Certification Status Request
101 Blue Seal Drive, S.E., Suite 101
Leesburg, VA 20175
FAX: (703) 669-6122

Test Taker's Name*

(First name, middle initial, and last name as it appears on an ASE Admission Ticket, Score Report, Display Certificate, or Wallet Card. Please print clearly.)

Social Security Number, ASE Certificate ID Number, or Candidate ID Number

(The ASE Certificate ID Number can be found on the Display Certificate or Wallet Card. It is a combination of letters and numbers plus part of the person's last name, e.g.AB1CD2EF3JONES. The Candidate ID (or CID) Number is a five-, six-, or seven-digit number printed at the top of the test taker's Score Report.)

***If you are requesting the ASE certification status of several people, complete the form below and attach a separate page listing all the names and SSNs or ASE ID numbers.**

REQUESTED BY:

Name of Company

Company Address

City, State, and Zip Code

Telephone Number (with area code)

Fax Number (with area code)

Person Requesting Information (Print Name)

Signature of Requestor

Reason for Request

Note: ASE will not release any information if a person's records are blocked. In addition, specific test scores and pass/fail/no show results are only provided to the individual test taker.

This service is provided free of 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.