Steps for Verbal Verification of AZ High School Equivalency Status

1. Complete Release Form
   - Have the candidate complete the [Transcript Record Request Form] or use your own permission—to—release form as long as it contains the required information:
     - Current Name and former aliases
     - Full Date of birth
     - Full social security number
     - Signature
   - Electronic signatures are accepted.
   - This release form must be mailed along with the required payment.

2. Mail Release Form
   - Mail the release form to the following address:
     Arizona Department of Education
     Adult Education Services Bin #26
     1535 West Jefferson Street
     Phoenix, Arizona 85007
   - Make sure to include the appropriate, required verification fee:
     Records from 1985 to the present day: $10.00 Money order or Business Check
     Records 1984 and prior: $15.00 Money Order or Business Check

3. Call (After 5-7 Business Days)
   - To obtain your verbal verification, please call our office at (602) 258-2410, option 2, after 5-7 business days of mailing the request.
   - We ONLY verify PASS/FAIL status and the date of completion.
   - We will NOT provide scores, transcripts, or authenticate any diplomas to third-parties.
   - Third-party verifiers are responsible for following up on their requests.