The Copy Order Form Below
CAN Be Used For the Following Types
of Evaluations

1. **NURSES-You can NOT order an Official Copy of your evaluation for yourself. Official copies are only sent to the Nursing Boards. Your copy is the e-copy that was sent to you;**
2. **NURSING EVALUATIONS going to a different State Board** (See Instructions Below);
3. **NURSING EVALUATIONS going to a School/College/University** (See Instructions Below);
4. **CPA EVALUATIONS (For Exam or License) sometimes cannot be sent to another Board without REVISIONS,** (See Instructions Below);
5. **Evaluations that were not prepared for CPA Exam/License** cannot be copied for an Accounting Board. The evaluation must be revised. Please contact ERES by email with your reference# and a scanned copy of your evaluation to edu@eres.com. Explain what you need.
6. **For copies of ALL evaluations that are NOT Nursing USE form on the next 2 pages.**

INSTRUCTIONS

NURSING EVALUATIONS going to a different State Board (Use form below if going to same board)

It is necessary to REDO the evaluation when it is being sent to another Board because Boards require different information and formatting. Please follow these instructions:

1. Fill out the Nursing Application (Form 100) so that we can get your current contact information.
2. Include a note or letter explaining what you want and be sure to **include the Reference #** of your previous evaluation. If you can, include a copy of your previous evaluation.
3. Mail everything (above) to ERES **including a $205 Payment** plus any Rush Service Fee you choose (if any). In some cases we may need to contact you for more information.
   - If sending to the Texas Board and your original evaluation mentions a nursing license and the evaluation is more than 1 year old, you need to have the 102 Form sent again to ERES. Texas applicants should mention the 102 Form in your letter (See above);
   - If sending to the Florida Board, you will need to have your Nursing School(s) mail to ERES pages 3 of the Form 101 F (find form at www.eres.com). Page 1 & 2 are the same as before, but page 3 is only for Florida and is necessary. Florida applicants please mention this page in your letter (see above).

NURSING EVALUATIONS going to a School/College/University

Nursing Evaluations are not prepared in the format that is appropriate for schools (colleges and universities). For this reason the evaluation is completely REDONE for Academic Credit Transfer purposes.

1. Follow the instructions for **Regular** (not Nursing) **Evaluations.** On the ERES Home Page the Application is found under 'Evaluation Service/Regular Evaluations/**APPLICATION FORM (printable 4-page PDF)'.** Complete the Application and include a note or letter explaining what you want and be sure to **include the Reference #** of your Nursing evaluation. It is best to include a copy of that evaluation, if you can.
2. On Page 3 of the application are the various Service FEES and Associated Codes. Determine the cost of the evaluation by adding up the fees for the services you need. In most cases you will need to include the Fees for Codes U, C, and M1. A Rush Service Code is optional, but is available if a 'Rush' is needed. As a returning client ERES will allow you to subtract 10% from the TOTAL. On the bottom of Page 2 clearly show the Total and the amount you subtract and the resulting FINAL TOTAL.
3. ERES should already have copies of your Transcripts from your Nursing Evaluation. However, we still request that (if you have them) make copies of your documents (transcripts and diplomas or degree certificates).
4. **Mail everything (above) to ERES.**

CPA EVALUATIONS

If you need to order a copy of your CPA Evaluation it is best you email ERES: cpa@eres.com. Include an attached copy of your evaluation and clearly explain why you need another copy. Also include your phone numbers. Evaluations are prepared differently for different purposes. After you email ERES with this information we will contact you with what fees and procedure is necessary. Fees will vary from $70 to about $205 depending on what is needed.

Educational Records Evaluation Service, Inc.
2480 Hilborn Rd, Suite 106
Fairfield, CA 94534 USA
Founded 1981; Member of NACES since 1993; BBB A+

Phone: 707-759-2866 ◆ edu@eres.com ◆ www.eres.com

Form for Requesting Additional Official Copies Of Your Evaluation

(This form only use for a copy without any change)

Copies are prepared in 10 to 15 business days (Rush Service is available-see below). Requesting copies has a **time limit of 5 years** after the original date on your evaluation. We are currently able to copy evaluations with dates back to **2013** and thereafter. An older evaluation requires submitting an application, your documents, and fees for a new evaluation. No changes or revisions can be made to the original evaluation when requesting official copies with this form. ERES reserves the right to deny any request for official copies based on changes to: the requirements of the receiving institution; educational system in the country of education; and change to ERES' policies. In such cases, ERES will advise you of the options and fees for revising your evaluation.

SECTION 1

Your Name:		**Date: / /**
Address: **(Mail Service Fee Applies)**		**Reference # On Your Evaluation:** _____/_____/_____
		Your Birthdate: / /
Phone #'s:	Cell: Wk or Hm:	**Number of Copies** **I am requesting: _____**
E-mail:		

*** VERY IMPORTANT–PRINT CLEARLY, ALL CAPITAL LETTERS-Your Evaluation Can Be Delayed when Email is NOT Clear.**

SECTION 2

Send the copy or copies to the checked ☑ addresses below:

☐ To my address in **Section I** above (Indicate other addresses below):

☐ Name:		☐ Name:	
Address: **(Mail Service Fee Applies)**		Address: **(Mail Service Fee Applies)**	

☐ **If necessary, indicate more addresses on a separate page (or on next page open space).**

FEES:

☑ First copy	$35 X 1 = ...	**$35**
☐ Each additional copy:	$25 X _____ (# of copies) = ...	
☐ Copy for attach transcripts & diplomas:	$15 X _____ (# of copies) = ...	
Optional Rush Service (without Rush, copies mailed in about 10-15 business days):		
☐ Copies prepared in 2 to 3 business days:	$30 **(Requires Payment with Money Order Or Debit Card-See Page 2)**	
Mail Service Fee: MUST choose one for each address in Section 2 –Rush Fee (above) is a Separate Fee		
☐ Certified Priority Mail (for each address)	$20 X _____ (# of addresses) = ...	
☐ **Express Mailing** (for mailing express only, not for Rush prepared copy, if need rush get copy, see above)	$35 X _____ (# of addresses) = ...	
☐ Next Day (Overnight) U.S. delivery	$70	
	TOTAL DUE:	

FOR OFFICE USE ONLY:

Reference #: __ __ - __ __ - __ __ __ Date received: ____ / ____ / ____

(Continued from page 1)

Form for Requesting Additional Official Copies Of Your Evaluation (Page 2)

PAYMENT INFORMATION:

Please note: Fees may be paid by personal or cashier's check (drawn on a **U.S. bank**, payable to "ERES" in U.S. dollars), a U.S. money order, or by Visa, MasterCard, American Express or Discover credit card.

Payment Types: ☐ **Online Payment (please DO NOT provide your card information and check email for invoice)**
☐ **Credit Card (please provide your card information below)** ☐ **Personal Check** ☐ **Money Order**
☐ **Cashier's Check** ☐ **Debit Card** ☐ **Cash:** Amount $:_____

Be sure to include the **Mail Service Fee** for each address in **Section 1 & Section 2**.

Name of Credit Card Holder (**print**): _____

Billing address (if different from Section I): _____

_____/_____ /_____/_____	_____ / _____	_____	$ _____	_____
Account number on credit card	Expiration date	3 or 4 digit security code	Amount	**Signature** of credit card holder authorizing payment

To avoid delay, check that all items have been answered fully before submitting this form.

TO SUBMIT THIS FORM:

- Mail with payment to the address below, or
- Scan Form and e-mail to: edu@eres.com
- Copies are prepared and mailed in about 10-15 business days unless you have requested a Rush Service

Educational Records Evaluation Service, Inc.
Address: 2480 Hilborn Rd, **Suite 106**, Fairfield, CA 94534, U.S.A