

INSTRUCTIONS

▶ **NURSING EVALUATIONS going to the same State Board within 5 years** (Excepting for Texas Nursing Board)
Please continue using this additional copy request form.

▶ **NURSING EVALUATIONS going to a different State Board** (Including reapply for Texas Nursing 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. Please use Regular Application (<http://www.eres.com/ERES%20Application.pdf>) and mention your previous Reference # on #9.
2. Write on the board changing direction on #4 after you fill out the address. (For example, "CA to TX")
3. Check **E1, M1, F3 (\$205)** on No. 12 plus 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;
 - If changing board to the Florida Board, you will need to have your Nursing School(s) mail ERES a Form 101-F (3-pages). http://www.eres.com/Form_101_FL.pdf.

▶ **NURSING EVALUATIONS for Education/Employment/Other Purpose**

Nursing Evaluations are dedicated for Nursing Boards. Evaluation Reports for any other purposes are completely different so we have to REDO the report.

1. Please use Regular Application (<http://www.eres.com/ERES%20Application.pdf>) and mention your previous Reference # on #9.
2. ERES would honor a 10% discount on the total of the Service fee, excepting mailing fee. (For example, Service U+C+M1=\$195+\$100+\$20=\$315, and it will only be $(\$195+\$100)*0.9+\$20=\285.5 after the 10%.)
3. Submit the application, **PRINTED SCAN COPIES** of your documents (transcripts and diplomas or degree certificates) along with payment.



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 Founded 1981; Member of NACES since 1993; BBB A+;

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Form for Requesting Additional Official Copies Of Your Evaluation

Page 1

(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 **2015** and thereafter. An older evaluation requires submitting a regular 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 1** above (Indicate other addresses below):

<input type="checkbox"/> Name:	<input type="checkbox"/> 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:

<input checked="" type="checkbox"/> First copy	\$35 X 1 =	\$35
<input type="checkbox"/> Each additional copy:	\$25 X ____ (# of copies) =	
<input type="checkbox"/> Copy for attach transcripts & diplomas:	\$15 X ____ (# of copies) =	
Optional Rush Service (without Rush, copies mailed in about 10-15 business days):		
<input type="checkbox"/> Copies prepared in 1 to 2 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		
<input type="checkbox"/> Certified Priority Mail (for each address)	\$20 X ____ (# of addresses) =	
<input type="checkbox"/> Express Mailing (for mailing express only, not for Rush prepared copy, if need rush get copy, see above)	\$35 X ____ (# of addresses) =	
<input type="checkbox"/> Next Day (Overnight) U.S. delivery	\$70	

TOTAL DUE:

FOR OFFICE USE ONLY:

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

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