

Side 1

Please review all information on this page before completing the order form.
See **Side 2** for a complete order form.

Overview

This form may be used to request an additional score report (ASR) for the ACT® test.

- ASR requests are processed **after** tests have been scored and scores are available for reporting.
- This service does not expedite the scoring process.
- Scores are reported to the office designated by the institution to receive all ACT scores.
- ACT Customer Support cannot provide your scores by phone, email, chat, or fax.

Note: Once a request is submitted, it cannot be changed or canceled.

Report Types

Test Date Report	<ul style="list-style-type: none"> • Normally processed within one week of receiving the request. • Score data is delivered in the next available cycle to the receiving institution, 3 times a week.
Archived Report	<ul style="list-style-type: none"> • See Side 2 – Fees for more information on what test dates qualify for archived reporting. • Archived scores require an additional 1–2 days to process.

ASR Ordering Options

Paper form	<ul style="list-style-type: none"> • Complete Side 2 of this document to request reports. • Payment must be provided with the form. • Mail the form and fee to the address indicated on Side 2 of this document. • Additional processing time is required for this paper form. For the fastest service, order online.
Online	<ul style="list-style-type: none"> • Submit requests for regular reports via MyACT.org through your ACT account. • Payment must be made by valid credit card. <ul style="list-style-type: none"> ◦ If you are unable to submit a request in MyACT, contact Customer Support at 319.337.1270 to process your request.

Side 2—See Side 1—Report Types for important information.

Fees

- Report fees are per test date, per report.
- Services and fees are effective Sept. 1, 2019, through Aug. 31, 2020.
- Fees submitted with this form are accepted by check or money order in US dollars, drawn on a US bank, payable to ACT.

Test Date	Report Type	Delivery Type	Fee
After September 1, 2017	Test Date Report	TD	\$13.00

- All orders that include tests taken before September 1, 2017 are subject to an additional \$26 archive fee.
- Archive orders should be designated with an A in the Delivery Type field.

Step 1: Provide Examinee Information—required

- Scores are on file at ACT under the information provided at the time of testing.
- All information requested in this section is required.
- Please print clearly.

Information at Time of Test

Examinee Name (Last, First, MI) _____

Address _____

City _____ State/Province _____ ZIP/Postal Code _____

Date of Birth (MM/DD/YYYY) _____ ACT ID from score report _____

Test Center Name _____

Current Information

Examinee Name (Last, First, MI) _____

Address _____

City _____ State/Province _____ ZIP/Postal Code _____

Phone Number _____


Email (optional)—print in all capital letters _____

Step 2: Order Reports

- Use valid ACT college codes only. Visit www.actstudent.org for a complete list of codes.
- If the institution has more than one campus, indicate by city and state the campus to which you wish your scores sent.
- If you are unable to find your college code, you may either contact the institution or call ACT for assistance. If the institution does not have a code, they will need to contact ACT to obtain one before you can send a score report to them. If you have any questions, contact ACT at 319.337.1270.

COLLEGE CODE	NAME OF COLLEGE	CITY	STATE	TEST DATE	TEST LOCATION	DELIVERY TYPE	FEE (see table above)
8 8 8 8	SAMPLE COLLEGE	COLLEGEVILLE	OH	4/14	Nat'l	TD	\$13.00
8 8 8 8	SAMPLE COLLEGE	COLLEGEVILLE	OH	6/07	Nat'l	ATD	\$13.00

Complete this line to request a report to a high school, or a personal copy. →

Addressee:	
Address:	
City: _____ State/Province: _____ ZIP/Postal Code: _____	

Add fees for all requested reports and enter in the box below.

*Tax, if applicable:	
Archive fee (add \$26 if applicable):	
Total Fee Enclosed:	

*Note: Customers will be charged applicable state and local sales taxes where required. A list of states where ACT is registered to collect and remit sales tax can be found at www.act.org/orderinfo. If required, calculate appropriate sales tax based on your shipping address and add to the order total. If you are exempt from sales tax, appropriate documentation must be received by ACT before tax-exempt status will be granted.

NOTICE: This is notification that when you pay by check you are authorizing ACT, Inc., to convert your check to an electronic entry. When we use this information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. If your check is returned to us due to insufficient or uncollected funds, it may be re-presented electronically and your account will be debited.

Step 3: Examinee Signature—required

I understand that by signing below, I consent to the ACT Privacy Policy (www.act.org/privacy.html), which is incorporated into this form by reference, including consent to the collection of personally identifying information and its subsequent use and disclosure.

International Examinees: By signing below, I am also providing my consent to ACT to transfer my personally identifying information to the United States to ACT or a third party service provider for processing, where it will be subject to use and disclosure under the laws of the United States. I acknowledge and agree that it may also be accessible to law enforcement and national security authorities in the United States.

Examinee Signature _____ Date (MM/DD/YYYY) _____

Step 4: Mail this form (and fees) to: ACT, PO Box 451, Iowa City, IA 52243-0451

- Before submitting this form, check the following:
- Required information is provided and clearly printed.
 - The information is accurate.
 - Any applicable fees are included with this order form.
 - This form has been signed.