

**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](mailto: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 \$195 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](http://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](mailto: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 \$45 to about \$150 depending on what is needed.



**Educational Records Evaluation Service, Inc.**  
 69 Lincoln Blvd, Ste A-255  
 Lincoln, CA 95648 USA  
 In person deliveries are not accepted

Phone: 916-921-0790 ♦ Fax: 916-921-0793 ♦ Toll Free: 866-411-ERES (866-411-3737) ♦ [edu@eres.com](mailto:edu@eres.com) ♦ [www.eres.com](http://www.eres.com)

## 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 **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)		<b>Reference # On Your Evaluation:</b> /     /
		Your Birthdate:     /     /
Phone #'s:	Cell:                      Wk or Hm:	<b>Number of Copies</b> I am requesting: _____
E-mail:		

### SECTION 2

Send the copy or copies to the checked  addresses below:

To my address in **Section I** 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	\$30 X 1 = .....	<b>\$30</b>
<input type="checkbox"/> Each additional copy:	\$20 X ____ (# of copies) = .....	
<input type="checkbox"/> Copy for attach transcripts & diplomas:	\$15 X ____ (# of copies) = .....	
<b>Optional Rush Service (without Rush, copies mailed in about 10-15 business days):</b>		
<input type="checkbox"/> Copies prepared in 1 to 2 business days:	\$30 (Requires Payment with Money Order Or Debit Card-See Page 2) .....	
<b>Mail Service Fee: MUST choose one for each address in Section 2 –Rush Fee (above) is a Separate Fee</b>		
<input type="checkbox"/> Certified Priority Mail (for each address)	\$15 X ____ (# of addresses) = .....	
<input type="checkbox"/> <b>Express Mailing</b> (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 .....	
Rush Service requires <b>TOTAL payment only by Money Order</b>		
		<b>TOTAL DUE:</b>

## 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. **When you request a Rush Service, then TOTAL COST must be paid by money order or cashier's check only. All prices are subject to change without notice.**

Type of Payment: Payment Methods (Select below)

RUSH: When you choose Rush service, Payment Methods:  Money Order  Cashier's Check  Debit Card:

NO RUSH: ALL PAYMENT METHODS ACCEPT Amount \$: \_\_\_\_\_

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

**TO PAY BY CREDIT CARD, GIVE ALL THE INFORMATION REQUESTED BELOW:**

RUSH: When you choose Rush service, Payment Methods:  Money Order  Cashier's Check  Debit Card:

NO RUSH, Type of Card Choose: \_\_\_\_\_

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 with Credit Card information to [copy@eres.com](mailto:copy@eres.com)
- The process of sending the copy/copies to you can be faster if you know your evaluators' email address (the person who did your evaluation) & you email the Order Form & Payment information to them.
- Copies are prepared and mailed in about 10-15 business days unless you have requested a Rush Service

*Educational Records Evaluation Service, Inc.*

Address: 69 Lincoln Blvd, Ste A-255, Lincoln, CA 95648, U.S.A  
(In Person Deliveries are NOT accepted)

### FOR OFFICE USE ONLY:

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_    Amount paid: \$ \_\_\_\_\_    Method of payment: \_\_\_\_\_

Reference #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_    Assigned to: \_\_\_\_\_    Entered in database: