

SECURE DOCUMENT STORAGE (SDS)©

You may only request Secure Document Storage (SDS)© if you have submitted **original/official** academic documents for evaluation. Fee for requests for certified copies of academic documents to be released is separate and an additional fee per each request.

- EASY ACCESS** – ACEI will keep a **permanent** digital copy of your academic documents (only) used for evaluation. **(NO EXPIRATION)**
- SECURE TRANSMISSION** – Having SDS will allow you to request ACEI to release certified copies of your academic documents to a third party (i.e.: employer, school, college, university and licensing board).

APPLICANT INFORMATION

FIRST NAME _____ LAST NAME _____

ACEI REFERENCE # _____

PAYMENT

If you are paying by credit card please submit this form to ACEI by either email: acei@acei-global.org or FAX: 310.275.3528. Otherwise, please mail your form and payment to: **ACEI, 9461 Charleville Boulevard, Box 188, Beverly Hills, CA 90212, USA.**

Total Fee: \$ 15.00 (make payment payable to: ACEI)

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Debit Card (Visa/MasterCard)
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For Credit/Debit Card Payments, please complete the following:

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I hereby authorize Academic Credentials Evaluation Institute, Inc. (ACEI) to utilize my credit/debit card for the detailed billing as noted above.

SIGNATURE _____ DATE _____

CERTIFICATION

I certify I have read and agree to ACEI's [terms & conditions](#).

SIGNATURE _____ DATE _____