

Individual Verification Request Form

Verification of Certification: ANCC provides primary source verification on the certification status of all ANCC-certified nurses. The verification of certification letter provides documentation of the nurse's current certification status, certification identification number, and the valid dates of certification. Contact your state board of nursing to determine if a verification of certification letter is required in order to obtain your license. If your state board of nursing requires ANCC to complete their specific verification of certification form, **then you must attach it to this request.** During each five-year certification period, you are entitled to have **one** free verification of certification per specialty (please indicate below). Additional verification of certification letters cost \$40.00 each. A verification of certification letter is processed only after you have met the application requirements and all fees have been paid.

Certification Number	Last Name	First Name	MI
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Initial or Renewal Certification

Recipient

MAILING INSTRUCTIONS

Submit this form to: **ANCC Verification**
8515 Georgia Ave., 4th Floor
Silver Spring, MD 20910

Please allow up to 14 days to process verification requests submitted by mail. For faster service, please use the ANCC Online service at <https://www.nursingworld.org/certification/verification/>

Questions? Call 1.800.284.2378 or Email certification@ana.org

Form may be duplicated as needed.

PAYMENT METHOD

Personal Check/Money Order (payable to ANCC)

Amount Enclosed: _____

Credit/Debit Card

Amount to be charged: _____

Account Number

Exp. Date

Billing Street Address

City/State

Zip Code

Name Printed On Card

Signature

**ATM/Debit Card users only:* I understand and agree that, by using an ATM/Debit card, I am authorizing ANCC to debit my account for the amount specified above. Further, I understand and agree that, if the ATM/Debit transaction fails or is declined, I am authorizing ANCC to complete the transaction as a credit card charge, if possible.