



REQUEST FORM FOR DUPLICATE/REVISED REPORTS OF A NURSING EVALUATION

Please note that there is a five-year limit on requests for copies of any evaluation. We are currently able to issue duplicate copies of reports dated **2007 and thereafter**. For evaluations issued prior to 2007, a new report and new application fees are required. IERF reserves the right to deny a request for a duplicate copy on the basis of changes that may have taken place in: 1) the educational system of the country of study, 2) IERF policy, or 3) the requirements of the institution/licensing board/agency to which the report is to be sent, since the time the initial report was issued. In such a case, a new report and new application fees are required. A separate form is required for services other than duplications/revisions of Nursing Evaluations.

Please complete this form clearly and return it with your payment.

Section 1: Applicant Information

Name: _____			
Family/Last	Given/First	Second/Middle	
Mailing Address: _____			
Number	Street	Apt. #	
City	State	Zip/Postal Code	Country
Telephone: () _____ Day		Evening () _____	
Fax: () _____		Cell: () _____	
Email: _____		IERF File # _____ (Please provide.)	

Section 2: Fees

REPORTS

1. Duplicate Report (Same State Only)
 State: _____ (\$100) \$ _____

2. Revised Report (for new states and/or for additional studies)

First Report:
 State: _____ (\$200) \$ _____

Additional Report:
 State: _____ (\$100) \$ _____

Additional Report:
 State: _____ (\$100) \$ _____

MAILING OPTIONS (prices are per address)

Domestic

Secure Mailing (add \$20 each) \$ _____
 applicant
 state board(s) in: _____

Next Day Delivery (add \$35 each) \$ _____
 applicant
 state board(s) in: _____

International Secure Mailing (add \$75) \$ _____
 applicant

TOTAL \$ _____

Section 3: Services and Fees

REPORTS

One official copy and one applicant copy are included in the fee. Copies of all files are forwarded for review to a nursing education specialist, who is employed by IERF. Existing evaluation reports will be modified to reflect current individual state regulations.

1. **Duplicate Report (Same State Only)** – \$100 (with no additional studies or modifications). Allow 20 business days from the receipt of all required documentation (and/or fees) for your report to be mailed.

2. **Revised Report** – \$200 for the first report and \$100 for each additional state requested at the same time. Revisions include reports for new states and/or for additional studies. Allow 30-40 business days from the receipt of all required documentation (and/or fees) for your report to be mailed.

State Boards of Nursing
 Please refer to our website for the list of state boards that accept IERF evaluations.

Section 4: Certification

I agree to be bound to the same terms and conditions as those in my initial application.

Signature

Date