



ORDER FORM

Additional Score Report

2025–2026

PROGRAM: NATIONAL | PRODUCT: THE ACT
AUDIENCE: EXAMINEES, PARENTS/GUARDIANS, TESTING STAFF

Additional score reports: In addition to the four institutions examinees selected upon registering, they can send scores to others, even after testing. Requests are processed after all scores for their test option, ACT, ACT + science, ACT + writing, or ACT + science and writing, are ready.

Instructions

- **IMPORTANT:** Personal copies of additional score reports are not available.
- Fees submitted with this form are accepted by check or money order in US dollars, drawn on a US bank, payable to ACT.
- **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 When we use this information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day of payment, and you will not receive your check back from your financial institution.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.

Note: Customers will be charged applicable state and local sales taxes where required. Sales tax is applicable to the report fee only in the following states: Arizona, Connecticut, District of Columbia, Iowa, Louisiana, Maryland, New Jersey, New York, Pennsylvania, Rhode Island, South Carolina, Texas, Washington, and Wisconsin. Sales tax is applicable to the report fee AND archive fee in the following states: Hawaii, New Mexico, South Dakota and West Virginia. 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. If you have additional questions, please contact tax@act.org.

Test Date/Fees

Cost for a report: \$20.00 fee per report

Cost of the archive fee: A \$30.00 archive fee will be applied for any score from a test date that occurred at least three years prior, based on the date the order is placed.

Note: The archive fee is an associated fee that applies to older test dates that may require additional handling to process.

STEP 1: Provide Examinee Information

Note: Scores are on file at ACT under the information provided at the time of testing.

Information at the Time of Testing

Examinee Name (Last, First, MI)

Address

City, State/Province, ZIP Code

Date of Birth (MM/DD/YYYY) ACT ID

Test Center Name

Current Information

Examinee Name (Last, First, MI)

Address

City, State/Province, ZIP Code

Phone

Email (print in all capital letters)

STEP 2: Request Reports

Note: Use valid ACT codes only. If a College Board code is used, your scores will not be sent or will be sent to the incorrect institution.

If you are sending your scores to a college:

College Code (4 numbers)	Name of College	City, State, ZIP	Test Date (MM/YY)	Fee (see Test Date/Fees)

If you are sending your scores to a high school:

Note: Only scores from the past five years can be sent to high schools.

High School Code (6 numbers)	Name of High School	City, State, ZIP	Test Date (MM/YY)	Fee (see Test Date/Fees)

Tax, if applicable: _____

Archive fee(s): _____

Total fee enclosed: _____

STEP 3: Examinee Signature

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: Submit Form and Fees

Submit this form and all applicable fees to:

ACT Education Corp.
PO Box 414
Iowa City, IA 52243