



F. Procedure for Application and Certification

1. Application forms and instructions for submission can be found on ABFDE.org or obtained from the Administrative Office at: American Board of Forensic Document Examiners, Inc., 7887 San Felipe, Suite #122, Houston, Texas 77063; Telephone: (713) 784-9537.
2. The completed application should be returned to the above address, together with the application fee of \$350.00 (US and CAN) or \$400.00 (AUS and NZ), of which \$50.00 is refunded if the applicant is found ineligible for certification. Hence, only persons who believe they clearly meet the stated qualifications and requirements for certification should submit applications. No refund is made to accepted applicants whether they take an examination or not.
3. Two copies of a recent photograph must accompany the application.
4. An official transcript from the college or university that awarded the applicant's baccalaureate degree must be sent directly to the Board's office by the registrar.
5. If an application packet remains incomplete after six months of receipt of initial paper work, it will be returned to the applicant, along with the application fee, less \$100.00 for processing.
6. Successful candidates are issued a Certificate of Qualification in Forensic Document Examination by the Board to attest to their status as Diplomates of the American Board of Forensic Document Examiners and are listed in the next revision of the Directory.
7. Diplomates of the American Board of Forensic Document Examiners are required to pay an annual fee beginning with the fiscal year (July-June) following certification.
8. Qualifications, requirements, fees, and application procedures are subject to revision by the Board. The latest official version can be obtained from the administrative office of the ABFDE.
9. With the exception of the certification status (e.g., certified, not certified), information about a particular individual shall not be disclosed to a third party without the written consent of that individual. Where the law requires disclosure, the individual shall be notified by the President or designee of the information provided.