



Caitlin D. Davis  
Commissioner

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Deputy Commissioner

STATE OF NEW HAMPSHIRE  
Department of Education  
New Hampshire High School Equivalency  
25 Hall Street  
Concord, NH 03301  
TEL. (603) 271-3495

**NEW HAMPSHIRE HIGH SCHOOL EQUIVALENCY TRANSCRIPT & EDUCATION  
VERIFICATION REQUEST FORM**

Date: \_\_\_\_\_

Student's Current Name: \_\_\_\_\_  
*First M. Last*

Student's Full Name at the Time of Testing: \_\_\_\_\_

Place (Town) Tested At: \_\_\_\_\_ Year of Test: \_\_\_\_\_

Transcript Requesting (Check One) GED \_\_\_ HiSET \_\_\_

Date of Birth: \_\_\_\_\_ Student Social Security # \_\_\_\_\_

Name and address where you want the transcript sent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Your Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTE:** Please mail this form along with a copy of a **government issued identification** and include our fee of **\$10.00 per transcript (only money order or cashier's check, payable to: Treasurer, State of N.H.)** to High School Equivalency Office, 25 Hall St Concord, NH 03301. If there are further questions, please call 603-271-6699.

\*\*\*Please be advised that processing time for transcripts (once a request is received by our office) may be up to **15 business days**, depending on the volume of requests. Please plan accordingly. If you would like to expedite the process, you can overnight your request via USPS, FEDEX, or UPS, to High School Equivalency Office, 25 Hall St., Concord, NH 03301, along with a pre-paid overnight envelope (USPS, FEDEX, UPS), addressed to wherever you want the transcript sent.

**\*\*\*In-office pickup by appointment only. \*\*\*We are unable to accept credit cards.**