



## Transcript Request for High School Equivalency (HSE) Test Scores: 2002 - 2013

Please read the following information before completing and submitting this request form

- Please do not send multiple request forms for the same order.
- Originating fax machines provide confirmation of a successful transmission. We do not verify receipt of faxes.
- We provide GED® transcripts from 1942 - 2018 free of charge
- We do not accept records requests over the phone, email, or Internet
- We do not provide verifications over the phone, email, or Internet
- Your signature and full Social Security Number are required. Not providing all requested information will delay processing.
- NC Adult High School transcripts are obtained from the college where the diploma was awarded; not the HSE Records Office
- We **do not** fax or email transcripts. Please allow **10 weeks** of processing time.

**We are unable to provide HSE diplomas from 1942 through 2016**

Student Information	
Name	Name used during testing (maiden name, etc.)
Current Mailing Address	Daytime Contact Telephone Number
Current City, State and ZIP Code	Date of Birth
Where did you test? (NC Community College, correctional facility, etc.)	Full Social Security Number
What is the approximate year you tested?	
Student Signature	

Transcript 1: Mail to the address below.	Transcript 3: Mail to the address below.
Name	Name
Street Address (include Apartment, Lot, Suite or Unit numbers)	Street Address (include Apartment, Lot, Suite or Unit numbers)
City, State and ZIP Code	City, State and ZIP Code
Transcript 2: Mail to the address below.	Transcript 4: Mail to the address below.
Name	Name
Street Address (include Apartment, Lot, Suite or Unit numbers)	Street Address (include Apartment, Lot, Suite or Unit numbers)
City, State and ZIP Code	City, State and ZIP Code

Please send this form via mail or fax to:

919-807-7172 OR 919-807-7164 (please do not send to both fax machines)

NCCCS High School Equivalency (HSE) Records Office:

5016 Mail Service Center, Raleigh, NC 27699-5016

We do not accept requests electronically, only via postal service and fax.