

# ATTACHMENT H

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
High School Equivalency (HSE) Office  
P.O. Box 7348, Albany, New York 12224-0348  
(518) 474-5906

**PLEASE  
STAPLE MONEY ORDER  
OR  
CERTIFIED CHECK HERE**

## REQUEST FOR DUPLICATE COPY OF A NEWYORK STATE HIGH SCHOOL EQUIVALENCY DIPLOMA AND/OR TRANSCRIPT OF GED® SCORES OR TASC™ TEST SCORES

Please provide the following information to assist us in locating your test records.  
Your signature **is required** in the space provided.  
IF YOU ARE REQUESTING INFORMATION ON BEHALF OF THE CANDIDATE,  
**PLEASE BE ADVISED THAT THE EXAMINEE MUST ALSO SIGN THE RELEASE**

CFLN:

PLEASE PRINT CLEARLY IN INK

Check One:  Diploma & Transcript (\$10.00)  Transcript Only (\$4.00)

### Examinee Information at Time of Testing:

Last Name at Time of Testing	First Name	MI	Date of Birth mm / dd / yyyy
Social Security Number or Other Government ID	Center/Place Where You Tested	Year Tested	
Current Address—Street/PO Box and Apt Number	Apt #	Daytime Phone Number ( ) -	
City	State	Zip Code	

**Required Examinee Signature** (If applicable, I give permission to the individual below to obtain information on my behalf).

\_\_\_\_\_ Date \_\_\_\_\_

**Note for Candidate:** If you are not the examinee and are obtaining a diploma/transcript for another at the NYSED HSE Window, you must have a notarized letter stating that you are authorized to obtain the record.

**Required Signature of Person Requesting Verification** (If other than the examinee).

\_\_\_\_\_ Date \_\_\_\_\_

### Please mail document to:

Name of Institution (If applicable)			
Last Name	First Name	Middle Initial	
Street			Apartment No.
City	State	Zip Code	Phone Number ( ) -

**NOTE:** A **non-refundable processing fee of \$10.00** (diploma with transcript) or **\$4.00** (transcript only) is required for each document requested. The required fee, made payable to **NYSED**, must be in the form of a **certified check** or **money order** for each request. **NO CASH or PERSONAL CHECKS** will be accepted. The diploma and/or transcript will not be sent until the required fee is submitted to this office. Mail your request to: The University of the State of New York, The State Education Department, High School Equivalency (HSE) Office, P.O. Box 7348, Albany, New York 12224-0348.

11/12/2015