



**Iowa Department of Education**  
**Division of Community Colleges**  
**400 East 14<sup>th</sup> Street**  
**Des Moines, Iowa 50319-0146**  
**www.educateiowa.gov**

## HSED (High School Equivalency Diploma) Document Request Form

Check Document(s) You Need (√)	DOCUMENTS	PURPOSE AND REQUIREMENTS	COST	TIME REQUIRED
	<b>Copy of HSED Diploma</b>	May be ordered if you successfully completed and passed your equivalency tests and were awarded a High School Equivalency Diploma by the Iowa Department of Education.	\$10.00	7-10 Business Days
	<b>HSED Transcript</b>	May order an official transcript which includes test scores and dates if you have successfully completed and passed your equivalency tests and were awarded a HSED Diploma by the Iowa Department of Education.	\$10.00	7-10 Business Days
	<b>Verification or Verification Letter</b>	If you do not need an official HSED Diploma, but you did satisfactorily complete and pass the equivalency tests, you may request a facsimile or verification letter.	\$10.00	7-10 Business Days

Graduate's Name at the time of testing:	Date Original HSED Diploma Was Issued:	Testing Location:	
Graduate's Current Name (if different):	Social Security Number:	Birth Date:	
Graduate's Current Street Address:	Graduate's Current City:	Current State:	Current Zip:
Graduate's Current Phone Number:	Graduate's Current Email:	Fax (if available):	
Additional information:			

**IF DOCUMENT(S) SHOULD BE SENT TO A DIFFERENT PERSON AND/OR LOCATION, PLEASE FILL OUT THE SECTION BELOW:**

Name of School/Company:	Phone:	Fax:	
Street Address:	City:	State:	Zip:
Email:	Contact Person:		

**REQUIRED FOR PROCESSING:**

Signature of HSED Graduate:		Date of Request:	
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Before sending payment, verify your HSED record by:  
 email [HSEdhelp@iowa.gov](mailto:HSEdhelp@iowa.gov) - phone 515.281.7308 - fax 515.242.5988

Check here if you have verified your HSED record at the community college testing center.  
 If verified, mail in request with payment.

Payment is made with money order or check payable to: **Iowa Department of Education**  
 Mail this HSED Document Request Form and payment to:

**Iowa Department of Education**  
**ATTN: HSED Records**  
**400 East 14<sup>th</sup> Street**  
**Des Moines, IA 50319-0146**

HSED grad only - Call 515.281.7308 to verify you have an HSED record with the State of Iowa & pay electronically.