



Tennessee Department of Labor and Workforce Development  
Division of Adult Education

**REQUEST FOR OFFICIAL TN HIGH SCHOOL EQUIVALENCY  
TRANSCRIPT OR DUPLICATE DIPLOMA**

Allow 2-3 weeks for delivery.

This form is for Tennessee students only; if you received an equivalency diploma in another state, you may contact the agency that issued the credential in that state. Do not complete this form to obtain a copy of a regular high school diploma/transcript. For duplicates or regular high school diplomas, contact the Tennessee Department of Education, or click on the following link: [Tennessee Public High Schools only - DUPLICATE DIPLOMA REQUEST](#).

**Check the document requested:**  Copy of test scores (transcript)  Duplicate copy of diploma

**Which test did you take ? :**  HiSET  GED®

**PLEASE PRINT**

Name: (Your legal name at time of testing.)

\_\_\_\_\_

First Middle Last

Year test was taken: \_\_\_\_\_ (If not certain, give an approximate year.) Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone number with area code: \_\_\_\_\_

Test Site (City / County / Job Corps / Military Location): \_\_\_\_\_

**PRINT NAME AND ADDRESS TO WHICH DOCUMENTS SHOULD BE MAILED:**

**(Note: Colleges that require official copies of diplomas and/or transcripts must receive the documents mailed to them directly from this office or unopened in a State sealed envelope.)**

**WE DO NOT FAX TRANSCRIPTS OR SCORES.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

Apartment or Unit Number

City

State

Zip Code

I hereby certify that all information provided is completely true, and I authorize the release of my scores. **It is MANDATORY that you sign this form before returning it or we cannot process your request.**

**Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail or Fax this form to:**

Tennessee Department of Labor and Workforce Development  
Division of Adult Education / Testing Services  
220 French Landing Drive  
Nashville, TN 37243-1002  
Fax: 615-532-4899 or 615-532-7048

If you have any questions you can email us at [TNAE.testingservices@tn.gov](mailto:TNAE.testingservices@tn.gov)