

Frank Edelblut Commissioner Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE DEPARTMENT OF EDUCATION Division of Educator Support and Higher Education Closed School Transcripts 101 Pleasant Street Concord, NH 03301 TEL. (603) 271-3495 FAX (603) 271-4134

TRANSCRIPT & EDUCATION VERIFICATION REQUEST FORM

Date:	
Student's Current Name:	
Student's Name & Address as Shown on Transcript:	
Name of Institution Attended:	Student ID # (if known):
Dates of Attendance:	Degree Earned:
Last 4 digits of Social Security Number:	Date of Birth:
Number of transcripts requested: # Official Copy	(s) # Student Copy(s)
Name and address where you want the transcript sent:	
Your Current Mailing Address & E-mail:	
Phone: ()Sign	ature:
NOTE: Please mail this form along with a copy of a government issued identification and include our	

Please mail this form along with a copy of a government issued identification and include our fee of \$20.00 per transcript (money order or cashier's check, payable to: Treasurer, State of N.H.) to the name and address shown above. If there are further questions, please e-mail ClosedSchoolTranscripts@doe.nh.gov.

***Please be advised that processing time for transcripts (once a request is received by our office) may be up to 30 business days, not including return mailing time. Please plan accordingly. If you would like to expedite the process you can overnight your request via FEDEX, UPS, etc., to 25 Hall St. 3rd Floor, Concord, NH 03301 along with a pre-paid overnight envelope (UPS, FEDEX or USPS) addressed to wherever you want the transcript sent.

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