

# Idaho Department of Education High School Equivalency Certificate

To obtain a High School Equivalency certificate, a completed High School Equivalency (HSE) Certificate Application, documentation and an appropriate fee **must** be submitted to the State Department of Education.

## **INSTRUCTIONS**

The HSE application must include the following documentation:

1. Name
  - Applicant's full name
  - Name(s) under which the applicant was tested
  - The applicant's Social Security Number or Social Insurance Number.
2. Applicant's current address and phone number.
3. Applicant's date of birth and gender (male/female)
4. Date and site location where applicant took the GED tests.
5. Permanent residence if different from that given in item 2 above.  
(Residence may not be gained or lost by reason of military service.)
6. Verification of American Government course completion.
7. Photo copy of official GED transcript.
8. Applicant's **notarized** signature.
9. An appropriate application processing fee **must** be included:

<b>Fees:</b> \$10.00	High School Equivalency (HSE) Certificate
\$ 5.00	Copy of previously issued HSE Certificate

**When payment is made by check, allow three weeks for processing official transcripts.  
Money orders will allow processing of official transcripts within a week.**

Upon receipt of the above-noted information, the certificate will be mailed directly to the applicant's **current address** as shown on the application form.

Send completed and signed application, documentation and appropriate fee to:

***Idaho Department of Education  
Adult Education/GED Administration  
PO Box 83720  
Boise, ID 83720-0027***

For additional copies of this form, go to [www.sde.state.id.us/certification/AdultEd.asp](http://www.sde.state.id.us/certification/AdultEd.asp)

**(OVER FOR APPLICATION FORM)**

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## APPLICATION

All information requested must be supplied to determine eligibility to receive a High School Equivalency certificate.

1. Name \_\_\_\_\_ SSN \_\_\_\_\_  
Last First Initial Name Tested Under
2. Current \_\_\_\_\_  
Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Area Code+Phone Number \_\_\_\_\_
3. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Sex M/F  
Mo Day Yr
4. GED Testing Center \_\_\_\_\_ Tested prior to 2002 \_\_\_\_\_ Tested 2002 or after \_\_\_\_\_
5. Permanent Residence \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(Residence may not be gained or lost by reason of military service.)
6. Applicant must submit the American Government competency test score obtained from the testing site or a high school or college transcript of a one-semester American Government course obtained from the school attended.
7. Applicant must submit a photocopy of an official GED transcript with no score below 40 and an average of 45 on all five tests. **If you tested during or after 2002, the results must show no score below 410 and must average 450 (total of 2250 or above).** This can be obtained from the testing site, if necessary.
8. **Remit a check or money order made payable to Idaho Department of Education, unless you have military status. Do not send cash! (Allow three weeks for processing checks and one week for money orders.)**  
To qualify for a military fee waiver, active service personnel **must** submit a copy of Form DD-295, and veterans must submit a copy of Form DD-214.
9. **IMPORTANT: IT IS NECESSARY TO SIGN APPLICATION IN THE PRESENCE OF A NOTARY PUBLIC OR APPLICATION WILL BE INVALID.**

**NOTE:** ANY FALSE STATEMENTS MADE IN THIS APPLICATION MAY CONSTITUTE SUFFICIENT GROUNDS FOR NON-ISSUANCE OF CERTIFICATE.

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**S** Signature of Applicant \_\_\_\_\_  
**E** Signature of Notary Public \_\_\_\_\_  
**A** My Commission Expires \_\_\_\_\_  
**L**

For Idaho Department of Education Use Only	
Application Rec'd Date	____ / ____ / ____
Receipt #	_____ Amt. Rec'd _____
Military Waiver	_____