

You can use this form to request paper transcripts from your college or university or submit online requests directly from the college or university. If your college or university has an electronic transcript request process, please have the transcripts emailed to [nh.professionalregistry@dhhs.nh.gov](mailto:nh.professionalregistry@dhhs.nh.gov).

**TRANSCRIPT REQUEST FORM (Mail to college, not to Credentialing Specialist)**

To (Name of College/University): \_\_\_\_\_

Date: \_\_\_\_\_

This is a formal request that a signed and sealed official transcript for the below student, whether former or current, be forwarded to the address at the bottom of the page.

Student Current Full Legal Name: \_\_\_\_\_

Other name(s) under which transcript might be found:

\_\_\_\_\_

Student Current Address:

\_\_\_\_\_

\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Dates attended: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attention Registrar's Office:** Please mail official transcripts and a copy of this form to:

**DHHS/DEHS/Bureau of Child Development and Head Start Collaboration  
ATTN: Credentialing Specialist  
129 Pleasant Street  
Concord, NH 03301**