

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 **credentialme@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**