



REGIONAL OFFICE OF EDUCATION
KANE COUNTY

ILLINOIS HIGH SCHOOL EQUIVALENCY CERTIFICATE & TRANSCRIPT OF TEST SCORES REQUEST FORM

Candidate Instructions:

- Use this form **only if** you took the HSE test on paper-and pencil in Kane County before December 31, 2013 or on computer in Illinois while living in Kane County.
- Complete and mail this form with a copy of a valid photo ID, and appropriate payment. Candidate's signature and copy of photo ID is required for processing the request.
- Payment must be made with cash, MasterCard, Visa or money order in the exact amount **payable to Kane County ROE. No personal checks. Fees paid are non-refundable.**
- Allow 2 to 3 weeks for processing and delivery. We do not e-mail credentials (i.e. Official Transcript or Certificate).
- Any questions: Call 630-444-3060.

Section 1: Ordering HSE Credentials – Write the number of item(s) you are requesting.

Each Transcript/Verification is \$8.00 Number of Transcripts _____	Each Certificate is \$10.00 Number of Certificates _____
---	---

Credit Card Number	Expiration Date MM/YY
Signature	Billing ZIP Code

Section 2: Candidate Information

Name During Test (First, Middle, Last)	
Current Legal Name (Required if different from above)	Date of Birth MM/DD/YYYY

Name of Testing Center	Year Tested	
Current Address – Street Address or PO Box	Apartment/Suite/Unit Number	
City	State	ZIP Code
Telephone Number	E-mail Address (Optional)	

Section 3: Transcript Recipient – Complete this section if transcript is being sent to an address other than the address in Section 2 above.

Name of Business, Education Institution	Individual or Department	
Mailing Address – Street Address or PO Box	Apartment/Suite/Unit Number	
City	State	Zip Code

Section 4: Candidate Verification – Candidate's signature is required along with a copy of photo ID (Example: Driver's License, Passport, or other government-issued photo ID).

I hereby certify under penalty of law that I am the candidate identified on this form and I authorize the Kane County HSE Records Office to release my test results to the parties above.

Candidate's Signature

ATTACH COPY OF GOVERNMENT-ISSUED PHOTO ID. Current and valid photo ID required. Requests will not be processed without a copy of photo ID.