

# Access Code Request Form

## For Official High School Equivalency Transcript and State-issued High School Diploma Verification



**New Jersey Department of Education  
Office of Career Readiness  
Adult Education  
PO Box 500  
Trenton, New Jersey  
08625-0500**

### Instructions

The New Jersey Department of Education requires the following information to issue an access code that provides access to your official transcript of high school equivalency tests results and/or your State-issued high school diploma verification record. This completed form must be mailed to the above address. For any questions, contact the New Jersey Department of Education at (609) 376-3883 or [adulthood@doe.nj.gov](mailto:adulthood@doe.nj.gov) or visit the [NJDOE Adult Education](http://NJDOE Adult Education) webpage.

### Applicant Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name at time of test if different from above: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of birth (mm/dd/yyyy): \_\_\_\_\_

I authorize the New Jersey Department of Education to release my private high school equivalency access code to me. It is my understanding that the e-transcript/diploma verification serves as the official transcript of high school equivalency test results/official diploma verification. This official document contains a unique verification code. It is my responsibility to provide this official document to third parties as requested (including employers, colleges and universities, military, etc.) to verify the authenticity of the document presented.

Applicant's Signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_