

## Obtaining a Transcript or Duplicate Certificate

To obtain a transcript or a duplicate Certificate of Proficiency, you must submit:

1. Certificate/Transcript Order Form on page 32 or at <http://www.chspe.net/results/transcripts>
2. A copy of your photo identification
3. Money order or bank-issued cashier's check payable to *California Department of Education* in the appropriate amount

### Sunday Testing Test Areas (County)

Site #	Test Area
0180	Hayward (Alameda)
0480	Chico (Butte)
1080	Fresno (Fresno)
1280	Eureka (Humboldt)
1980	Glendale (Los Angeles)
3380	Riverside (Riverside)
3480	Rancho Cordova (Sacramento)
3780	National City (San Diego)
4080	Atascadero (San Luis Obispo)

## Requests for Transcripts and Duplicate Certificates

If you have passed the CHSPE, you may order an official transcript or a duplicate Certificate of Proficiency. A transcript is an official document that certifies that you have passed the test. Examinees who began testing after January 1, 2007 also receive a score report as part of their transcript. Some employers and schools require these transcripts. Transcripts and duplicate Certificates of Proficiency will be available after score reports for the test administration date at which you pass the test have been mailed.

To order a duplicate Certificate of Proficiency or one or more transcripts, you must complete and submit to the CHSPE Office a Certificate/Transcript Order Form. The form is on page 32 and also on the CHSPE Web site at <http://www.chspe.net/results/transcripts>. You must sign the form, include a copy of photo identification, and include the appropriate fee. A transcript or duplicate Certificate of Proficiency will not be provided if your CHSPE account is not paid in full.

The items you request will be mailed via first-class mail within ten business days of receipt of your request. For an additional fee, the items you request will be sent via overnight mail to any location within the continental United States within three business days following receipt of your request (rush service). The fees for these services are listed below and must be paid by money order or bank-issued cashier's check payable to *California Department of Education*.

### Fees for Transcripts and Duplicate Certificates

Transcript	\$15 each
Duplicate Certificate	\$25 each
Rush service	\$15 additional per mailing address

Incomplete order forms and forms accompanied by incorrect payment will be returned unprocessed.



# CERTIFICATE/TRANSCRIPT ORDER FORM

Please **PRINT** carefully or type all information requested below.

**For information, see page 22 or call 866-342-4773.**

## PERSONAL INFORMATION

Last Name <i>(Please specify the name used at the time of testing.)</i>	First Name	Middle Initial
Date of Birth	Approximate Test Date	CHSPE ID # (if known)

## PERSONAL CONTACT INFORMATION

Name — if different than above		
Mailing Address		
City	State	ZIP Code
Daytime Phone Number ( )	Evening Phone Number ( )	E-mail (if available)

## ORDERS

FEE PER UNIT X QTY = TOTAL FEES

<b>DUPLICATE CERTIFICATE(S)</b> – The \$25 fee is charged for EACH duplicate certificate ordered.	<b>\$25.00</b>	<b>X</b>		=	<b>\$</b>
<b>TRANSCRIPT(S)</b> – The \$15 fee is charged for EACH transcript ordered.	<b>\$15.00</b>	<b>X</b>		=	<b>\$</b>

**Note:** Certificates and transcripts will be mailed via first-class mail within ten business days of receipt of this order form. If you request and pay for Rush Service, your materials will be mailed via overnight service within three business days of receipt of this order form.

<b>RUSH SERVICE</b> – \$15 per mailing address. Rush Service is not available to post office boxes, military post office boxes, or locations outside of the continental United States.	<b>\$15.00</b> per address	<b>X</b>		=	<b>\$</b>
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## RELEASE INFORMATION

**TOTAL FEES FOR THIS ORDER** **\$**

I certify that I am the person whose name and signature appear on this form. I authorize release of my certificate/transcript to me and/or the recipients designated below.

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

**SEND DOCUMENT(S) TO:** (For each address requiring Rush Service, please check the box in the upper right corner. Use an additional piece of paper if you are ordering documents to be sent to more than two addresses. Check the "Fax a copy" box if you would like a copy faxed to the recipient prior to shipment of your official document.)

<b>Shipping Address:</b>				<b>Shipping Address:</b>			
<input type="checkbox"/> Certificate		<input type="checkbox"/> Transcript		<input type="checkbox"/> Certificate		<input type="checkbox"/> Transcript	
Name of Organization				Name of Organization			
Attn:				Attn:			
Address				Address			
City		State	ZIP Code	City		State	ZIP Code
Phone Number		<input type="checkbox"/> FAX a copy / FAX Number		Phone Number		<input type="checkbox"/> FAX a copy / FAX Number	

## HOW TO PAY YOUR FEES:

Enclose a money order or bank-issued cashier's check payable to *California Department of Education*. Incomplete forms and forms received without proper fees will be returned to the requester. **Cash, personal checks, and payments using credit or debit cards will not be accepted.**

## MAILING INFORMATION

**If using U.S. Postal Service**, mail this completed form, a copy of your ID, and proper payment to:

CHSPE Office  
Sacramento County Office of Education  
Attn: CHSPE Records Request  
P.O. Box 269003  
Sacramento, CA 95826-9003

**If using another delivery service**, such as FedEx, UPS, etc., mail this completed form, a copy of your ID, and proper payment to:

CHSPE Office  
Sacramento County Office of Education  
Attn: CHSPE Records Request  
10150 Missile Way  
Mather, CA 95655

**ATTACH a copy of your photo ID.**