



## HSE Documents

### Ordering Diplomas and Transcripts

The Colorado Department of Education uses [Diploma Sender](#), an external internet-based service to help test takers order HSE documents via email, fax and mail.

#### Diploma Sender

---

Visit Diploma Sender to order:

- HSE High School Equivalency Diploma
- HSE Transcript
- Letter of Verification of Diploma

#### Cost

---

- \$13 for transcript ordered along with the original diploma
- \$18 for duplicate diploma, copy of transcript or verification
- Payment can be made with a debit or credit card

#### Delivery Options

---

*Email* – Same day

*Fax* – Same day

*U.S. Mail* – Within five to 10 business days

These turnaround times depend on having an electronic copy of the record. Accessing archive records requires additional time.

#### Contact Diploma Sender

---

[www.diplomasender.com](http://www.diplomasender.com)

For help using the Diploma Sender website:  
[support@diplomasender.com](mailto:support@diplomasender.com)

Diploma Sender Customer Service: **855-876-3774**  
(\$6 additional fee for ordering over the phone)

#### How to Order:

- Create an account at: [www.diplomasender.com](http://www.diplomasender.com)
- Select the “Create New Account” link
- Enter your email address and create a password
- Provide your identification information
- Use the *exact* name used when tested
- If records are not found, you will be directed to make a request for support
- For those who tested in 1992 or earlier, you may need to request an archive search
- If you have problems or questions, click on the “Contact Us” link on the bottom of the page
- **Online chat & phone support available Mon-Fri, 7:30am–5pm MST**