

Ordering HSE Documents

Office of Postsecondary &
Workforce Readiness

Diploma Sender

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

Visit Diploma Sender to order:

- HSE Diploma
- HSE Transcript
- Letter of Verification of Diploma

Cost

- FREE – *original* diploma ordered after passing an HSE exam
- FREE – *original* transcript ordered after passing an HSE exam
- \$18 – *duplicate* diploma, transcript, or letter of verification
 - Payment can be made with a debit or credit card
 - No additional charge for ordering over the phone

Delivery Options

- *Email* – Same day
- *U.S. Mail* – 2 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

- Hours of operation: **M-F 7:30am-5pm MST**
- **Online chat** at www.diplomasender.com
- Diploma Sender Customer Service: **855-876-3774**
- For help using the Diploma Sender website: support@diplomasender.com

How to Order:

- Create an account at: 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