

Idaho Department of Education High School Equivalency Certificate

To be eligible for your High School Equivalency, you must have passed the complete GED battery of tests. If you completed the GED before 2014, you must also prove that you completed the American Government requirement. Please [visit our website](#) for further information about taking the GED or the American Government requirement.

Instructions

Please gather the following documents and mail them to the address listed below:

1. **Application:** Fill out the attached High School Equivalency application form completely. We cannot process incomplete forms.
 - a. Make sure the form has been notarized. We cannot process your request otherwise.
2. **American Government:** If you completed your GED before 2014, you must prove that you completed your American Government requirement. This can be done in one of two ways:
 - a. If you passed an American Government course in high school or college, provide a copy of your transcript showing that you passed the class.
 - b. If you took and passed the American Government test for Idaho, please provide a copy of your test results (which can be obtained from the testing center).
3. **GED transcript:** If you completed your GED at a testing center outside of Idaho or through the military (DANTES), you must provide a copy of your GED transcript. If you completed your GED in Idaho, you do not need to provide a copy of your GED transcript. We will contact you if we cannot locate your Idaho GED records.
4. **Processing fee:** Include a check or money order for \$10 made out to the Idaho Division of Career Technical Education. When payment is made by check, allow three weeks for processing. Money orders will be processed within a week. (Processing turnaround is from when the request arrives at our Boise, Idaho, office). Upon receipt of the above-noted information, the certificate will be mailed directly to the applicant's mailing address, as shown in Section 4 of the application form.

If you have questions or need additional copies of this form, please contact our office at (208) 334-3216. Send completed and signed application, documentation, and fee to:

Idaho Division of Career Technical Education Attn: GED
PO Box 83720
Boise, ID 83720-0095

(OVER/NEXT PAGE FOR APPLICATION FORM)

Idaho Department of Education High School Equivalency Certificate Application

Please read the instructions before completing. Please include all required documents and payments with this form.

Legal name (to appear on the certificate)

Last First Initial

Name you tested under (to help us locate your GED records)

Last First Initial

Sex: Male/Female _____
Birth month Day Year

Name of GED testing center Approximate year tested

Mailing address (where you would like your certificate mailed)

City State ZIP

Permanent address (if different from above, it may help us locate your records)

City State ZIP

Phone number (format as (xxx) xxx-xxx)

This application must be signed in the presence of a Notary Public, or the Application will be invalid.

NOTE: ANY FALSE STATEMENTS MADE IN THIS APPLICATION MAY CONSTITUTE SUFFICIENT GROUNDS FOR NON-ISSUANCE OF CERTIFICATE.

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 20__.

Signature of applicant _____
Signature of notary public _____
My commission expires _____

FOR STATE OFFICE USE ONLY	
Date application received	_____
Receipt # and amount	_____
Military waiver	_____

Form revised Dec. 22, 2023