

Hours of operation for Walk-Ins: 9:00 a.m. - 4:00 p.m., Monday – Friday.

Faxed requests are not accepted. Requests without appropriate payment and/or signature will not be processed. **Allow up to (4) four weeks for processing.**

NOTE: Researched records will incur a \$5 non-refundable processing fee. Separate money orders should be submitted for each requested document.

Payment: Money Order, Company Check or Cashier's Check
(NO PERSONAL CHECKS ACCEPTED)

Fees: \$5.00 Transcript (*Official copy of GED Scores*)
\$8.00 GED Diploma
\$8.00 Miniature GED Diploma

GED Transcript / Diploma Request Form

Please Print. Complete all items below to assist in completing your request.

Name: _____

Legal Name at time of testing: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Phone Number (_____) _____
(In case we have questions about your request)

Where did you test? _____ Year Tested? _____

Did you pass? Yes No What year was your GED Diploma issued? _____

Are you requesting: Transcript (*Official copy of GED Scores*) How many? _____
 Replacement GED Diploma How many? _____
 Miniature GED Diploma How many? _____

Complete mailing address where documents are to be forwarded:

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE.

OFFICE USE ONLY

Cash Money Order Cashier's Check

Amount Received \$ _____ Received by: _____