

GED TRANSCRIPT / DIPLOMA REQUEST FORM

If GED was completed in the State of Georgia, please use this request form. If GED was completed in another state, you must contact the Department of Education in that state.

Georgia Department of Technical and Adult Education
Office of Adult Literacy/GED Testing Service
1800 Century Place, Suite 300-B
Atlanta, Georgia 30345
(404) 679-1644

Revised: 07/10/2006

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.

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: _____