

Technical College System of Georgia
Office of Adult Education
GED® Testing Program
1800 Century Place, Suite 300-B
Atlanta, Georgia 30345
(800) 94-MY-GED or (404) 679-1645

GED Official Transcript / Diploma Request Form

Hours of operation for Walk-Ins: 9:00 a.m. - 4:00 p.m., Monday, Tuesday, Thursday & Friday
9:00 a.m. - 7:00 p.m., Wednesday

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

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

Name: _____

Legal Name at Time of Testing: _____

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Phone Number (in case we need to contact you about your request): _____

Where did you test? _____ Year Tested? _____

Did you pass? Yes No If Yes, what year was your GED Diploma issued? _____

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

Replacement GED Diploma How many? _____

Complete mailing address where documents are to be sent:

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY

Cash Money Order Cashier's Check Amount received \$ _____ Received by: _____