



Office of Adult Education
 GED® Testing Program (GaGTP)
 1800 Century Place, Suite 300B, Atlanta, Georgia 30345
 (800) 94 MY GED or (404) 679-1645
 FAX (404) 679-4911
www.tcsge.edu

Please do not complete and submit this form if you did not take the GED Tests in GEORGIA. Personal checks are NOT ACCEPTED.

GED Official Transcript / Diploma Request Form

GED test-takers can visit the Georgia GED Testing Program during the following hours to obtain duplicate diplomas and transcripts:

9:00 a.m. - 4:00 p.m., Mondays, Tuesdays, Thursdays & Fridays
 9:00 a.m. - 7:00 p.m., Wednesdays

Faxed requests are not accepted. Requests without appropriate payment and/or signature will not be processed.
Allow up to (3) three weeks for processing.

Researched records will incur an \$8 non-refundable processing fee. Submit a separate money order for each requested document.

Forms of Payment Accepted: Money Orders, Company Checks or Cashier's Checks payable to: **GaGTP** (no personal checks)
 Fees: \$8.00 Transcript (Official copy of GED Scores)
 \$15.00 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(s) (in case we need to contact you about your request): _____

E-mail address: _____

Where did you test in **GEORGIA**? _____ 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 name/institution and 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: _____