

Technical College System of Georgia
Office of Adult Education, GED Testing Service
1800 Century Place, Suite 300-B
Atlanta, Georgia 30345
(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
\$8.00 Miniature 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? _____

[] Miniature 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: _____