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: __________________