



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.tcsgeu](http://www.tcsgeu)

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: \_\_\_\_\_