



REQUEST FOR DUPLICATE GED DIPLOMA/GED TRANSCRIPT

This form may be filled out to request duplicate GED records for South Carolina examinees only. Once the form is completed mail it to the GED Testing Office in Columbia, SC (address below) along with the appropriate fee. Make sure all items are completed and you sign the form. The form must be signed only by the person who took the GED examination. **FORM CAN NOT BE SUBMITTED ON-LINE.**

- **ESTIMATED TIME FOR PROCESSING REQUESTS IS 6 WEEKS.**

Full name when tested _____
ALL POSSIBLE NAMES USED

Social Security Number _____ D.O.B. ____/____/____

Year tested (may be approximate) _____ Were you tested in the Military? yes no
(If 'Yes' please contact our office before mailing your request.)

Copy of GED Diploma

Copy of GED transcript (test scores)

Number of copies requested _____
 Mailed \$10.00 each
 Faxed \$5.00 each

Number of copies requested _____
 Mailed \$10.00 each Faxed \$5.00 each

Fax number _____ Attn: _____

Fax number _____ Attn: _____

Total fee enclosed \$ _____ (NO PERSONAL CHECKS or CREDIT CARDS) **Make Money Orders Payable to:
SC Department of Education**

Daytime phone number _____

NAME and ADDRESS where copy is to be mailed:

Signature _____ Date _____

SIGNATURE MUST BE THAT OF THE EXAMINEE

THIS IS A NON REFUNDABLE RESEARCH PROCESSING FEE (5/ 9/ 13)