GED® TRANSCRIPT AND DUPLICATE CERTIFICATE REQUEST FORM

VIRGINIA DEPARTMENT OF EDUCATION

<u>GENERAL INFORMATION AND DIRECTIONS</u>:

- This form should be completed for all individuals that have taken the GED Tests in **Virginia only**.
- Requests may be mailed or completed at the GED Office.
- All requests must have a completed form with appropriate signatures - incomplete requests will not be processed and will be returned to sender with all fees.
- All requests take approximately 7-10 business days to complete once received.
- All fees must be paid with a **check or money order only** – made payable to *Treasurer of Virginia*. The GED Office is unable to accept payments in cash.
- Transcripts are $5.00 per copy; duplicate certificates are $10.00 per copy. **All fees are non-refundable**.

<u>BY MAIL</u>:

GED Services
Virginia Department of Education
Office of Adult Education and Literacy
P.O. Box 2120
Richmond, VA 23218-2120

<u>WALK-IN</u>:

James Monroe Building
GED Services – 21st Floor
101 N. 14th Street
Richmond, VA 23219
(Corner of 14th and Franklin Street)

Please complete this form as accurately as possible. We will send your records to a maximum of two locations – indicate the primary and secondary addresses, along with the number of transcripts and/or certificates to send. By signing, you consent to the release of your GED records.

Total Transcripts ($5.00 per copy)	
Total Duplicate Certificates ($10.00 per copy)	
Social Security Number or Tester ID Number	
Date of Birth	
Last Name	
First Name	
Middle Name/Initial	
Full Name at Time of Testing	
Current Address (Line 1)	
Current Address (Line 2) or Apt. #	
City, State, Zip code	
Home Phone (including area code)	
Work Phone (including area code)	
Email Address	
Approximate Date(s) Tested in Virginia	

Send to:	Primary		Secondary	
Number of Copies	Transcript	Certificate	Transcript	Certificate
Full Name				
Address (Line 1)				
Address (Line 2)				
City				
State				
Zip code				

Signature: _____   Date: _____