

## ENMU-*Ruidoso* GED TESTING OFFICE

Coda Omness  
709 Mechem Dr.  
Ruidoso, NM 88345  
Phone: (575) 257-3012  
Fax: (575) 257-9409

### GED Transcript Request Procedure

To request an **Official** or **Personal** copy of your **GED Transcript**:

1. Complete this form. (Forms without an original signature **will not** be processed.)
2. Mail, fax, or scan the completed form to Coda Omness (coda.omness@enmu.edu). **Phone requests are not accepted.**
3. **Official GED Transcripts** are mailed directly to institutions or employers only; there is a \$5.00 fee per transcript.
4. A **copy** of your GED Transcript, for your **personal** use, may also be requested; or go to <https://secure.gedwizard.com> log in with your email address. (request login from ENMU-*Ruidoso* GED testing office)
5. Transcript requests require a **MINIMUM OF TWO WEEKS** to be processed.

Name (at time of testing): \_\_\_\_\_

Other possible names/spellings: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Please send an **Official** GED Transcript to institution or employer's (**COMPLETE mailing address required**):

\_\_\_\_\_  
\_\_\_\_\_

Please send a **Personal** copy of my GED Transcript to (**home mailing address required**):

\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### For Office Use

**Amount Paid:** \_\_\_\_\_ **Type of Payment:** \_\_\_\_\_ **Date of Pay:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_ **Completed By:** \_\_\_\_\_

**Date Mailed:** \_\_\_\_\_ **Mailed By:** \_\_\_\_\_