

GED® TRANSCRIPT AND DUPLICATE CERTIFICATE REQUEST FORM

VIRGINIA DEPARTMENT OF EDUCATION

GENERAL INFORMATION AND DIRECTIONS:

- 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.**



BY MAIL:

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



WALK-IN:

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 <i>(including area code)</i>			
Work Phone <i>(including area code)</i>			
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: _____