



Request for Official North Carolina GED Transcript

Please read the following information before completing and submitting this request form.

- We *only* provide copies of GED transcripts for those earned in North Carolina.
- Duplicate GED transcripts are provided free of charge.
- Requests made by telephone/voicemail or email will *not* be accepted.
- Your signature is needed before your request will be processed.
- Please allow **15** business days for return of your requested transcript(s) by mail (US Postal Service) and **5 - 7** business days for return by fax.
- Please make sure your Social Security Number is printed clearly in the box located at the bottom of this page.
- Adult High School diploma records from North Carolina can be obtained at the college where the diploma was issued. An Adult High School Diploma is a high school diploma, but it is *not* a GED.

Student Information

Name
Name used during testing (maiden name, etc.)
Date of Birth
What year did you take the GED Tests?
Where did you take the GED tests?
Current Mailing Address
City, State and Zip Code
Daytime Contact Telephone Number

Where should the transcript(s) be mailed and/or faxed?

Your name, name of college, name of current/potential employer, etc.
Address
City, State and Zip Code
Fax Number (with area code) and name of person to be faxed to. We do not fax transcripts to North Carolina Community Colleges.

Student Signature _____

Date _____

Please return this form by mail to:

NC GED Office
5016 Mail Service Center
Raleigh, NC 27699-5016

Or you may return this request form by fax to:

(919) 807-7172 or (919) 807-7164

Please provide our office with your Social Security Number:

_____ - _____ - _____