

## Georgia GED® Testing Program Transcript/Diploma Request Information

- ◇ The Online Request Form can be found at the following link: [TCSG.edu/GEDtranscript](https://tcsgeu.edu/GEDtranscript)
- ◇ Current information on ordering documents and office hours can be found at the following link that directs to the page below.

<https://tcsgeu.edu/adult-education/ged-testing-program/ged-transcript-request/>

### Request Official Transcripts and Diplomas

800-94-MY-GED

Test-takers who earned a GED® Diploma in Georgia and require an official transcript or a duplicate diploma must submit a request with a \$15 per document fee. *Anyone other than the candidate requesting these documents must have a signed release from the test-taker that is included with the request.* Request official documents using one of the three options below:

#### ONLINE

- Complete required information on the [Online Request Form](#).
- Complete separate form for each delivery address (\$1 processing fee).
- **Official transcripts and/or duplicate diplomas are \$15 each.**
- Accepted forms of payment are Visa, MasterCard, Discover and American Express.
- DELIVERY OPTIONS
  - **STANDARD MAIL:** One or more transcripts, and/or diplomas, will be mailed to the address provided. Allow 3 (three) to 5 (five) business days for processing.
  - **NEXT DAY AIR:** An additional fee is required. One or more transcripts, and/or diplomas, will be mailed to the street address provided. Requests received by 2 p.m. on a business day will be processed for delivery the next business day.
  - **ELECTRONIC:** A single transcript will be delivered to the email address provided by the next business day.

#### BY MAIL

- Download, print and complete the [GED Request Form](#).
- **Official transcripts and/or duplicate diplomas are \$15.**
- Obtain a money order, cashier's check, or company check made payable to the Georgia GED Testing Program (personal checks or cash are NOT accepted).
- Mail the completed form with payment to: Georgia GED Testing Program, 1800 Century Place N.E., Suite 300-B, Atlanta, GA 30345.
- DELIVERY OPTIONS
  - **STANDARD MAIL:** One or more transcripts, and/or diplomas, will be mailed to the address provided. Allow 5 (five) business days for processing.
  - **EXPRESS/PRIORITY MAIL:** Include a pre-paid self-addressed envelope. One or more transcripts, and/or diplomas, will be mailed to the address provided.

#### IN PERSON

- Complete the [GED Request Form](#).
- **Official transcripts and/or duplicate diplomas are \$15.**
- Payment accepted: cash, money order, cashier's check, or company check made payable to the Georgia GED Testing Program (personal checks are NOT accepted), also Visa, MasterCard, Discover or American Express.

Visit the GED Testing Program at 1800 Century Place N.E., Suite 300-B, Atlanta, GA 30345 Phone: (404) 679-1645 or (800) 946-9433. **Regular business hours are 9:00AM to 4:00PM Monday – Friday. This office is closed on all state holidays.**