

## General Educational Development (GED) Records Request

Date: \_\_\_\_\_

To obtain records earned in Minnesota please supply the information required below. There is no charge for the service at this time. Requests for records are mailed within two working days of receipt. GED records will not be faxed. NOTE: Only one duplicate diploma is allowed for each Minnesota graduate.

### PLEASE TYPE OR PRINT LEGIBLY.

Name: \_\_\_\_\_

Name at the time of testing (if different): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Last four digits of your Social Security number: \_\_\_\_\_

Approximate month and year tested: \_\_\_\_\_

Where tested (center name/city): \_\_\_\_\_

Contact numbers (in case we have questions about your records)

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

What information are you requesting?

\_\_\_\_\_ Duplicate diploma (one allowed, lifetime)      \_\_\_\_\_ Transcript/test scores

Where should we mail your copies?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Signature (required):** \_\_\_\_\_

Send requests using any of these methods:

- Mail: GED Testing Office, 1500 Highway 36 West, Roseville, MN 55113-4266
- Fax: 651-582-8458
- E-mail a scanned, signed copy (as an attachment): [alice.smith@state.mn.us](mailto:alice.smith@state.mn.us).

GED Testing info line: 651-582-8445 \* TTY: 651-582-8201 \* Website: [education.state.mn.us](http://education.state.mn.us)