

# Official North Carolina GED® Transcript Request

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

- The GED® Office receives approximately 300 requests for transcripts each day. In order to serve the public more efficiently, we kindly ask individuals to not send multiple forms for transcripts and allow 20-25 business days to pass before inquiring if a request has been processed.
- We provide North Carolina GED® transcripts free of charge; duplicate diplomas are not available.
- Your signature is needed, as well as your Social Security Number; not providing ALL requested information will delay the processing of your request.
- North Carolina Adult High School diploma records can be obtained from the college where the diploma was earned. (An AHS Diploma is a high school diploma, but it is not a GED® certificate.)
- ***As of September, 2011, our office will NOT fax transcripts to schools, employers, etc. A transcript must be mailed to be considered official.***

Student Information	
Name	Name used during testing (maiden name, etc.)
Social Security Number	Date of Birth
What is the approximate year you tested?	Where did you test? (NC Community College, etc.)
Street Address	City, State and ZIP Code
Daytime Contact Telephone Number	Student Signature

**To obtain a transcript for a GED® received in the military prior to September 1974, please contact:  
DANTES Test Control 1.877. 471.9860**

Transcript 1: Please mail to the address below.	Transcript 2: Please mail to the address below.
Name	Name
Street Address (include Apartment, Lot, Suite or Unit numbers)	Street Address (include Apartment, Lot, Suite or Unit numbers)
City, State and ZIP Code	City, State and ZIP Code
Transcript 3: Please mail to the address below.	Transcript 4: Please mail to the address below.
Name	Name
Street Address (include Apartment, Lot, Suite or Unit numbers)	Street Address (include Apartment, Lot, Suite or Unit numbers)
City, State and ZIP Code	City, State and ZIP Code

**Please send this form via mail or fax to:**

**NC GED® Records Office**  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
919.807.7172 FAX

