Request for Official Florida GED Diploma and/or Transcript

PLEASE READ THIS SECTION CAREFULLY BEFORE COMPLETING YOUR REQUEST FORM

Do not use this form to request a diploma or transcript if you earned a GED from another state. The following items must accompany this request form. Failure to include these items may result in your request being returned.

- 1. \$4 for each transcript and/or diploma.
- An appropriate sized envelope addressed to where you want us to mail the document:
 A diploma (certificate) requires 83 cents postage on a 10x13 envelope.
 A transcript (scores) requires First Class postage on a business size envelope.
- 3. Money order or cashier's check made payable to the Florida Department of Education. Personal checks or cash are NOT accepted.

This form should NOT be used to request a copy of a diploma or transcript if the student earned a standard or adult high school diploma from a Florida public high school. Please contact the school board office in the county where the person graduated.

Examinee Information

Name					
Last	First		MI	Suffix (Jr., Sr., etc)	
Social Security #			Date of Birth//		
Name at time of testing (if differe	nt)				
Mailing Address (current)			Daytime Phone ()		
Indicate the YEAR you took the (if current year, please give DATE of tes			 iploma Number (i	f known)	
Indicate the COUNTY or CITY	where you tested?	******	******	*****	
Indicate address where docum	ent is to be maile	d. (This sho	uld be the same a	as your enclosed envelope.)	
Name:			Daytime P	hone: ()	
Mailing Address:					
**************************************	*******	*****		************ ED Office Use Only:	
Transcripts(scores) X				ed	
Diplomas X	\$4 =	\$		d	
Total Payment Enclosed (Cashier's check or money ord	ler ONLY)	\$			
Signature			ate		

MAIL REQUEST FORM TO:
GED Testing Office
Florida Department of Education
325 West Gaines Street, Room 634
Tallahassee, Florida 32399-0400

FOR ADDITIONAL ASSISTANCE, CALL:

850/245-0449 1-877-352-4331 (Toll-free, Florida Only)

******Processing time is approximately 7 to 10 working days from date of receipt of the request in our office.*********
Revised 05/03

Duplicate as Necessary