

OFFICIAL GED TRANSCRIPT REQUEST FORM

NMCD/EDUCATION BUREAU GED OFFICE

New Mexico Corrections Department

201 HWY 468

PO BOX 10

SPRINGER, NM 87747

Phone: (575) 483-3161

GED Transcript Request Procedure

❖ To request an **Official** or **Personal** copy of your **GED Transcript**:

1. Complete this form. Provide all the information required. Forms without an original signature **will not** be processed.
2. Mail the completed form to the address listed above. **Phone requests are not accepted.**
3. **Official GED Transcripts** are mailed directly to institutions or employers only.
4. An "UNOFFICIAL SCORE REPORT" for your **PERSONAL** use, may also be requested.
5. Transcript requests require a **MINIMUM OF TWO WEEKS** to be processed. There is **no fee.**

Name (at time of testing): _____

Other possible names/spellings: _____

Date of Birth: _____/_____/_____
Month Day Year

Social Security Number: _____/_____/_____
Month Year

Date GED Diploma issued: _____/_____
Month Year

OR

Date testing completed: _____/_____
Month Year

Tested in English _____ **Tested in Spanish** _____

Name of facility where GED testing was completed:

Please send an **OFFICIAL** GED Transcript to (institution or employers **COMPLETE** mailing address):

Please send an "UNOFFICIAL SCORE REPORT" to me at the following address:

Signature: _____ **Date:** _____