NEW MEXICO GED TESTING OFFICE

State Department of Education
Education Building - 300 Don Gaspar
Santa Fe, NM 87501-2786
Phone: (505) 827-6702
Fax: (505) 827-6616

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 or fax the completed form to the NM GED Office. **Phone requests are not accepted.**
  3. **Official GED Transcripts** are mailed directly to institutions or employers only.
  4. A ***copy*** of your GED transcript, for your *personal* use, may also be requested.
  5. Transcript requests require a **MINIMUM OF TWO WEEKS** to be processed. There is **no fee. This includes verifications by fax including background investigations.**

Name (at time of testing): _____

Other possible names/spellings: _____

Date of Birth: _____/_____/_____ (Month / Day / Year) Social Security Number: _____/_____/_____

Phone: **(_____)**_____ Fax: **(_____)**_____

Date GED Diploma issued: _____/_____ (Month / Year) **OR** Date testing completed**:** _____/_____ (Month / Year)

Tested in English_____ Tested in Spanish_____

Name and Location (city) where GED testing was completed:

_____

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

_____

_____

Please send a ***Personal*** copy of my GED Transcript to (home mailing address):

_____

_____

Signature: _____ Date:_____