



State Board of Education
Department of Community Colleges and Workforce Development/GED® Program
255 Capitol St NE, Salem OR 97310
(503) 378-4325

OREGON GED TEST RECORDS REQUEST FORM

For copies of Oregon GED test records, you must complete this form and mail it along with a \$5.00 duplication fee, *per each requested document*, to: **Oregon GED Program**

**255 Capitol St. NE
Salem OR 97310**

Check or money order must be made payable to: Oregon GED Program.

Please print the following information in ink:

Your name at the time of testing: _____

Your name now: _____

Complete Address: _____

Daytime Phone number: _____

Social Security Number: _____ Birth date: _____

Year of testing: _____ Place of testing: _____

Did you complete the GED testing? ___ Yes ___ No

Did you earn the GED Certificate? ___ Yes ___ No

Please send a GED Transcript _____ @ \$5.00

Please send a Duplicate Certificate _____ @ \$5.00

Please send **Both** GED Record Documents _____ @ \$10.00 (\$5.00 per document)

PLEASE NOTE: Colleges and learning institutions that require official copies of GED Certificates and transcripts must receive the documents unopened from this agency. Please print the name and address(es) where you would like your record(s) to be mailed:

I authorize the Department of Community Colleges and Workforce Development (CCWD) to release my records to the address(es) listed above, and I release CCWD from all legal responsibility or liability that may arise from the release of this information as outlined in OAR 589-004-0250 (4):

Signature of Examinee

In-person requestors must provide a photo I.D. to obtain copies of GED certificates and transcripts. Allow one week to ten working days from the date we receive your mailed request for processing. Your request may be delayed if information is incomplete or if the required fee is not paid by personal check or money order. Fee is for duplication services. If record is not found, fee is non-refundable.

