



State Board of Education
Department of Community Colleges & 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 Street NE
Salem OR 97310

(Fees are non-refundable.) We do not fax transcripts or certificates.

Please print the following information in ink:

Name at the time of testing: _____

Your name now: _____

Complete Address: _____

Daytime Phone Number: _____

Social Security Number: _____

Year of testing: _____ Place of testing: _____

Did you complete the GED testing? Yes No

Did you earn the GED Certificate? Yes No

GED Transcript: _____ @ _____ = _____

Duplicate Certificate: _____ @ _____ = _____

Both GED Record Documents: _____ @ _____ = _____

Total: _____

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

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 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 seven 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. We do not accept debit/credit. Fee is for copies of ; 98 records. If record is not found, fee is non-refundable.