

# Official North Carolina Transcript Request

## Student Information

Please read the following information before completing and submitting this request form.

- We provide North Carolina GED® transcripts free of charge; duplicate diplomas are not available.
- This request form may be faxed or mailed to our office.
- Your signature is needed, as well as your Social Security Number, before your request can be processed.
- Please allow 15 business days for return of your requested transcript by mail and 5-7 business days for return by fax.
- Adult High School diploma records from North Carolina can be obtained at the college where the diploma was earned. (An Adult High School Diploma is a high school diploma, but it is not a GED®.)

### Where should the transcript be mailed and/or faxed?

*We do not fax transcripts to NC Community Colleges.*

Your name OR name of college/university OR name of employer, etc.
Street Address (include Apartment, Lot, Suite or Unit numbers)
City, State and Zip Code
Fax # (with area code) and name of person to be faxed to.

Name
Name used during testing (maiden name, etc.)
Social Security Number
Date of Birth
What is the approximate year you tested?
Where did you test? (NC Community College, etc.)
Current Mailing Address
City, State and Zip Code
Daytime Contact Telephone Number
Student Signature
<p><b>Please return this form by mail to:</b>                  NC GED® Office                  5016 Mail Service Center                  Raleigh, NC 27699-5016</p> <p><b>Or you may return this request form by fax to:</b>                  (919) 807-7172 or (919) 807-7164</p>