

Adams/Brown/Cass/Morgan/Pike/Scott County Testing Service

GED Transcript and Certificate Request Form

Adams/Pike Counties

Mail your request to:

Regional Office of Education #1

507 Vermont

Quincy, IL 62301

Phone number: 217/277-2080

Fax number: 217/277-2092

Brown/Cass/Morgan/Scott Counties

Mail your request to:

Regional Office of Education #1

409 Hardin Avenue, Suite 303

Jacksonville, IL 62650

Phone number: 217/243-1804

Fax number: 217/243-5354

Use this form to request copies of your GED transcript or a duplicate certificate only if you tested in Adams, Brown, Cass, Morgan, Pike, or Scott Counties in Illinois. Please complete this form and submit it with a money order payable to the Regional Office of Education for the proper amount (\$8.00 for each transcript and \$10.00 for each certificate) to the above address. Please allow 7-10 business days for delivery. Fees paid are NOT refundable.

Mark the number of each item you are requesting.

___ Transcript (\$10.00 per copy)

Today's date _____

___ Certificate (\$10.00 per copy)

Total dollar amount enclosed \$ _____

Money order must be made payable to Regional Office of Education. No personal checks will be accepted. (Please do not send cash in the mail.) Fees are non-refundable.

Personal Information

Name used at time of test _____ (Note: Proof of name change will be required)

Current Name _____

Social Security # _____ Date of Birth _____

Current Address _____ City _____

State _____ Zip _____ Phone Number _____ Date of Test _____

Testing Center _____

My signature below shows that I authorize my GED scores to be released.

Signature of applicant _____ Date _____

Transcript Recipient Information

Complete this section ONLY if this transcript is not being sent to you.

(Colleges, Employers, Background Checks)

Name of Institution _____ Attention _____

Address _____ City _____ State _____ Zip _____