

# Ohio GED Transcript Request and Release of Information Form

1. Security Number (Social Security number or number used when testing):

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2. \*Name of GED student (current): \_\_\_\_\_

3. Street address (current): \_\_\_\_\_ Apt.: \_\_\_\_\_

4. City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

5. Day Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

6. City and State where student tested: \_\_\_\_\_ Year tested: \_\_\_\_\_

7. Name(s) when tested (if different than above): \_\_\_\_\_

**NOTE:** *If you are requesting that we send a transcript to the above address, skip question 8.*

8. Send transcript to (**if not to yourself**): \_\_\_\_\_

Business Name: \_\_\_\_\_

Attn. Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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## FEES AND REQUIREMENTS      MONEY ORDERS ONLY

Only Money Orders (payable to Ohio Testing Services) are accepted and must be sent with this request.

**NOTE: FEE IS NON-REFUNDABLE**

CHOOSE ONE:

#1 Standard Service (\$10): The GED Office will process your transcript within 7-10 business days from the day it is received. It will be sent to you using first-class mail. Allow time for mail delivery.

#2 Priority/Fax Service (\$15): The GED Office will process your transcript on the day it is received. It will be sent to you using first-class mail or it will be faxed to you if you so request. **YOU MUST WRITE "PRIORITY PROCESSING" ON THE FRONT OF THE ENVELOPE.**

▶ Fax number if you are requesting fax service: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

▶ Attention: Name \_\_\_\_\_ Title \_\_\_\_\_

✓ *The transcript will be faxed before mailing if you check the box above and give a valid fax number.*

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\*The **GED student** listed above **must sign and date** this release of information form.

I, the undersigned, consent to the release of my GED records.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of GED Student

Send completed form and **money order** to this address: **GED Transcript Office**  
**25 South Front Street, 1st Floor**  
**Columbus, Ohio 43215-4183**

NOTE: MAKE MONEY ORDER PAYABLE TO OHIO TESTING SERVICES