



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.