



REQUEST FOR DUPLICATE GED DIPLOMA/GED TRANSCRIPT

This form may be filled out to request duplicate GED records for South Carolina examinees only. Once the form is completed mail it to the GED Testing Office in Columbia, SC (address below) along with the appropriate fee. Make sure all items are completed and you sign the form. The form must be signed only by the person who took the GED examination. **FORM CAN NOT BE SUBMITTED ON-LINE.**

- **ESTIMATED TIME FOR PROCESSING REQUESTS IS 6 WEEKS.**

Full name when tested _____
ALL POSSIBLE NAMES USED

Social Security Number _____ D.O.B. ____/____/____

Year tested (may be approximate) _____ Were you tested in the Military? yes ☐ no ☐
(If 'Yes' please contact our office before mailing your request.)

Copy of GED Diploma

Number of copies requested _____
☐ Mailed \$10.00 each

Copy of GED transcript (test scores)

Number of copies requested _____
☐ Mailed \$10.00 each ☐ Faxed \$5.00 each

Fax number _____ Attn: _____

Total fee enclosed \$ _____ (NO PERSONAL CHECKS or CREDIT CARDS) **Make Money Orders Payable to:
SC Department of Education**

Daytime phone number _____

NAME and ADDRESS where copy is to be mailed:

PIEDMONT TECHNICAL COLLEGE

ATTN: ADMISSIONS OFFICE

PO BOX 1467

GREENWOOD, SC 29648-1467

Signature _____ Date _____

SIGNATURE MUST BE THAT OF THE EXAMINEE - Electronic Signatures are NOT accepted

THIS IS A NON REFUNDABLE RESEARCH PROCESSING FEE