

The University of the State of New York  
 THE STATE EDUCATION DEPARTMENT  
 High School Equivalency Programs and GED Testing  
 P.O. Box 7348, Albany, New York 12224-0348  
 (518) 474-5906

**REQUEST FOR DUPLICATE COPY  
 OF NEW YORK STATE HIGH SCHOOL EQUIVALENCY  
 DIPLOMA AND/OR TRANSCRIPT OF GED TEST SCORES**

Please provide the following information to assist us in locating your test record.  
 Your signature **is required** in the space provided.  
 If you are requesting information on behalf of the candidate,  
 please be advised that **the candidate** must also sign the release below.

PLEASE PRINT CLEARLY IN INK

Please check:  DIPLOMA (\$10.00)  TRANSCRIPT (\$4.00)

**Candidate Information:**

Last Name at the Time of Testing		First Name	Middle Initial
Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Date of Birth Month                  Day                  Year	
Center/Place Where You Tested		Year Tested	
Phone Number Where You Can Be Reached: (Monday –Friday, 8 am to 4 pm)                  (       )                  -			

**Required Candidate Signature** If applicable, I give permission to the individual below to obtain information on my behalf.

**If Other Than the Candidate, Signature of Person Requesting Document:**

FILE #

**Please Send Copy to:**

Name of Institution (If Applicable)				
Last Name		First Name		Middle Initial
Street			Apartment No.	
City	State	Zip Code	Phone Number (       )	

**NOTE:** A **non-refundable processing fee of \$10.00** (diploma with transcript) and **\$4.00** (transcript only) is required for each document requested. The required fee, made payable to **NYSED**, must be in the form of a **certified check** or **money order ONLY** for each request. **NO CASH or PERSONAL CHECKS** will be accepted. The diploma and/or transcript will not be sent until the required fee is submitted to this office.

Please send your request to the above address and allow 6–8 weeks for processing.

PLEASE  
 STAPLE MONEY ORDER  
 OR  
 CERTIFIED CHECK HERE