



## General Educational Development (GED) Records Request

To obtain GED records earned in Minnesota, please supply the information required below. There is no charge for the service at this time. Requests for records are mailed out within 5-7 business days of receipt of the written request and take 7-10 days to arrive in the mail.

*Note: Only one duplicate printed diploma is allowed for each Minnesota graduate per lifetime.*

**Please Type or Print Legibly**

Request date: \_\_\_\_\_

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

Name at time of testing (if different): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Last four digits of your Social Security Number: \_\_\_\_\_

Approximate year tested: \_\_\_\_\_

Where tested (center / city name): \_\_\_\_\_

Contact information (in case we have questions about your request/records):

Phone: \_\_\_\_\_ Phone type (enter Cell, Home or Work): \_\_\_\_\_

Email: \_\_\_\_\_

Request type:  Duplicate Diploma  Official Transcript/scores earned

Indicate below how and where should records be sent?

By email:  Same email as above.  Other email (enter different name and email below)

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

Email address: \_\_\_\_\_

By US Mail: Name: \_\_\_\_\_

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

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

Signature (required): \_\_\_\_\_

*If signing digitally: by checking this box, I certify that typing my name is equivalent to my signature.*

Send requests using any of these methods:

- E-mail a scanned signed copy (as an attachment): [mde.abe@state.mn.us](mailto:mde.abe@state.mn.us)
- Fax: 651-582-8458
- Mail to: GED Records – Minnesota Department of Education, 400 NE Stinson Blvd., Minneapolis, MN 554113