

Official North Carolina Transcript Request

Please read the following information before completing and submitting this request form

- The GED® Records office receives numerous requests for transcripts each day. In order to serve the public most efficiently, we kindly ask individuals to not send multiple request forms for transcripts and to allow 20-25 business days to pass before inquiring if a request has been processed.
- Originating fax machines provide “confirmation of successful transmittal,” which serves as your confirmation that our office received your request. We do not verify receipt of transcript or verification requests.
- We provide North Carolina GED® transcripts free of charge. Duplicate diplomas are not available.
- Your signature and social security number is required. Not providing ALL requested information will delay the processing of your request.
- North Carolina Adult High School transcripts can be obtained from the college where the diploma was issued; not from the GED® Records Office.
- We **do not** fax transcripts. A transcript must contain our raised state seal and be delivered in an unopened envelope to be considered official.

Student Information	
Your Name	Your Name used during testing (maiden name, etc.)
Your Street Address	Your Date of Birth
Your City, State and ZIP Code	Where did you test? (NC Community College, etc.)
Your Social Security Number	Your Daytime Contact Telephone Number
What is the approximate year you tested?	Student Signature

**To obtain a transcript for a GED® received in the military prior to September 1974, please contact:
DANTES Test Control 1.877. 471.9860**

Transcript 1: Please mail to the address below.	Transcript 2: Please mail to the address below.
Name	Name
Street Address (include Apartment, Lot, Suite or Unit numbers)	Street Address (include Apartment, Lot, Suite or Unit numbers)
City, State and ZIP Code	City, State and ZIP Code
Transcript 3: Please mail to the address below.	Transcript 4: Please mail to the address below.
Name	Name
Street Address (include Apartment, Lot, Suite or Unit numbers)	Street Address (include Apartment, Lot, Suite or Unit numbers)
City, State and ZIP Code	City, State and ZIP Code

Please send this form via mail or fax to:

NC GED® Records Office
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax: 919.807.7172 or 919.807.7164

