

## Adams/Brown/Cass/Morgan/Pike/Scott County Testing Service GED Transcript and Certificate Request Form

### **Adams/Pike Counties**

Mail your request to:  
Regional Office of Education #1  
507 Vermont  
Quincy, IL 62301  
Phone number: 217/277-2080  
Fax number: 217/277-2092

### **Brown/Cass/Morgan/Scott Counties**

Mail your request to:  
Regional Office of Education #1  
110 N. West Street  
Jacksonville, IL 62650  
Phone number: 217/243-1804  
Fax number: 217/243-5354

*Use this form to request copies of your GED transcript or a duplicate certificate only if you tested in Adams, Brown, Cass, Morgan, Pike, or Scott Counties in Illinois. Please complete this form and submit it with a money order payable to the Regional Office of Education for the proper amount (\$6.00 for each transcript and \$10.00 for each certificate) to the above address. Please allow 7-10 business days for delivery. Fees paid are NOT refundable.*

Mark the number of each item you are requesting.

\_\_\_\_ Transcript (\$6.00 per copy) Today's date \_\_\_\_\_

\_\_\_\_ Certificate (\$10.00 per copy) Total dollar amount enclosed \$ \_\_\_\_\_

Money order must be made payable to Regional Office of Education. No personal checks will be accepted. (Please do not send cash in the mail.) Fees are non-refundable.

### Personal Information

Name used at time of test \_\_\_\_\_ (Note: Proof of name change will be required)

Current Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_ Date of Test \_\_\_\_\_

Testing Center \_\_\_\_\_

*My signature below shows that I authorize my GED scores to be released.*

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

### Transcript Recipient Information

**Complete this section ONLY if this transcript is not being sent to you.**

**(Colleges, Employers, Background Checks)**

Name of Institution \_\_\_\_\_ Attention \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_