

DUPAGE REGIONAL OFFICE OF EDUCATION

REQUEST FORM FOR GED CERTIFICATE AND/OR OFFICIAL TRANSCRIPT OF GED TEST RESULTS

RETURN THIS COMPLETED FORM ALONG WITH PAYMENT AND COPY OF CURRENT PHOTO ID to:

DUPAGE REGIONAL OFFICE OF EDUCATION
Attn: GED Department
421 N. County Farm Rd.
Wheaton, IL 60187

[_____] Official GED Transcript (\$10.00 each) Today's Date: _____ / _____ / _____

[_____] Official GED Certificate (\$10.00 each) Total Amount Enclosed: \$ _____ ***
*** Mail In Request payment must be made via Cash,
Cashier's Check or Money Order made payable to DuPage
ROE.
*** Walk In Requests may pay via above payment methods
or Visa/Mastercard.

NO PERSONAL CHECKS ACCEPTED. Fees are non-refundable and non-transferable.

PERSONAL INFORMATION

Name Used at the Time of Test: _____
(Proof of name change will be required) First Name Middle Name or Initial Last Name

Social Security Number or ID #: _____ Date of Birth: _____ / _____ / _____

Current Address: _____ Apartment # _____

City: _____ State: _____ Zip: _____ Phone Number: (____) _____

Date of Test: (approximately) _____ / _____ / _____ Test Center: _____

TRANSCRIPT RECIPIENT INFORMATION

Complete this section **ONLY** if this transcript is *not* being sent to you. (Colleges, Employers, Institutions, etc.)

Name of College: _____ Attention: **Office of Admissions and Records**

Address: _____ City: _____ State: _____ Zip: _____

Name of Institution/Employer: _____ Attention: _____

Address: _____ City: _____ State: _____ Zip: _____

AUTHORIZED SIGNATURE

My signature below shows that I authorize my GED scores to be released to the requested address listed.

Signature: _____ Date: _____

**IMPORTANT INFORMATION ABOUT CHANGES/CORRECTIONS ON YOUR NAME,
SOCIAL SECURITY NUMBER, AND/OR DATE OF BIRTH**

Change of Name: If your name has changed since the last time you took the GED Tests, and you would like your GED records to be updated, you must provide the following documents:

- Photocopy of Marriage License, Divorce Decree or Court Order documents, or
- Photocopy of valid State ID, Driver's License, Consulate ID or Passport, or
- Photocopy of Social Security Card.

Change or Correction of Social Security Number: If your Social Security Number has been changed or is incorrect on your GED records, and you would like your Social Security Number to be corrected, you must provide the following documents:

- A Notarized letter explaining your SSN has changed from : (Provide SSN at time of test) to: (Provide current SSN) and explain that you would like your Social Security Number to be updated. Letter MUST include candidate's Current Name, Date of Birth and Current Address, and/or
- Print out of all your Social Security Numbers issued by the Social Security Administration, and
- Photocopy of new Social Security Card, and
- Photocopy of State ID or Driver's License, Consulate ID or Passport.

Correction of Date of Birth: If your Date of Birth is incorrect on your GED records, you must provide the following documents:

- Photocopy of your Birth Certificate, and
- Photocopy of valid State ID or Driver's License, Consulate ID or Passport

**If you have any further questions, please contact the
DuPage Regional Office of Education at (630) 407-5800.**