NMSU-Grants Campus
1500 N. 3rd Street
Grants, New Mexico 87020

GED TESTING OFFICE
Phone: (505)287-6642
Fax: (505)287-2329

GED Transcript Request Procedure

To request an **Official** or ***Personal*** copy of your **GED Transcript:**

1. Complete this form. Provide all the information required. Forms without an original signature **will not** be processed, as well as, unledgable handwriting. PRINT CLEARLY
2. Mail, fax, or bring form to Room 120, NMSU-Grants ABE Office. Phone requests are not accepted.
3. **Official GED Transcripts** are mailed directly to institutions or employers only.
4. A ***copy*** of your GED Transcript, for your ***personal*** use, may also be requested.
5. Transcript requests required a **minimum of one week** to be processed. There is **no fee.**

Name (at time of testing):_____

Other possible names/spellings: _____

Date of Birth: ___/ _____/_____ (Mo. Day Year) Social Security Number: _____/ _____/ _____

Phone: (_____) _____ Fax: (____) _____

Date GED Diploma issued: ____/ _____ (Month Year) **OR** Date testing completed: ____/ _____ (Month Year)

☐ Please send an **OFFICIAL** GED Transcript *(Institution or employers complete address):*

_____

_____

_____

OR

☐ Please send a ***Personal*** copy of my GED Transcript to *(home mailing address):*

_____

_____

_____

OR

☐ I will pick up a copy at the NMSU-Grants ABE Office

Signature:_____

Date:_____