



**GEORGIA HIGH SCHOOL EQUIVALENCY PROGRAM
OFFICIAL TRANSCRIPT/DUPLICATE DIPLOMA REQUEST FORM**

- Please allow 5 (five) business days for processing.
- Mail form and payment to GaHSE, 1800 Century Place N.E., Suite 300B, Atlanta, GA 30345.
- Acceptable forms of payment - money orders, company checks or cashier's checks made payable to TCSG.
****NO CASH OR PERSONAL CHECKS ACCEPTED****
- If no record is found, payment will be applied toward a research fee.

***Required field**

| | | |
|---|----------------|---|
| *CURRENT NAME | | |
| *FULL NAME AT TIME OF TESTING (If different from current name) | | |
| *SSN / ID NUMBER | *DATE OF BIRTH | |
| CURRENT MAILING ADDRESS | | |
| CITY | STATE | ZIP CODE |
| EMAIL | | *PHONE NUMBER |
| I took a High School Equivalency (check one): <input type="checkbox"/> GED® <input type="checkbox"/> HiSET® <input type="checkbox"/> Career Plus HSE (CPH) | | Where in GEORGIA was your high school equivalency test taken? |
| Did you pass? <input type="checkbox"/> YES <input type="checkbox"/> NO | | If YES, what year was GaHSE diploma issued? |

| | | | |
|--|------------------|--|------------------|
| Transcript (Official copy of Test Scores) \$15 EACH | How many? | Duplicate Diploma \$15 EACH | How many? |
|--|------------------|--|------------------|

***Please send my documents to:**

| | | |
|--------------------------------------|--------|-----------|
| *NAME or ORGANIZATION | | |
| *MAILING ADDRESS | | |
| *CITY | *STATE | *ZIP CODE |
| *SIGNATURE (required for processing) | | *DATE |

Note - Third parties must attach an authorization form with the test-taker's signature for processing.

Assistance and Questions by phone: (800) 946-9433 or (404) 679-1645

Official transcripts/duplicate diplomas can also be requested in person at 1800 Century Place N.E., Suite 300B, Atlanta, GA 30345, ONLY on Monday and Wednesday by appointment between 10:00 a.m. and 3:00 p.m.

Visit www.tcsg.edu for information about Adult Education classes and GaHSE options.

GED® and GED Testing Service® are registered trademarks of the American Council on Education (ACE) and may not be used or reproduced without express written permission. The GED® and GED Testing Service® brands are administered by GED Testing Service LLC under license from ACE. ETS, the ETS logo, MEASURING THE POWER OF LEARNING and HiSET are registered trademarks of Educational Testing Service (ETS).

Updated August 28, 2020