

# NMSU TESTING SERVICES - REQUEST FOR GED TRANSCRIPT

(To request a free GED transcript from the State GED Office, ask for their transcript request form.)

## **To request a GED transcript from NMSU Testing Services:**

Bring or mail this completed form to NMSU Testing Services with your payment. The fee is \$10. Payment may be made in our office by the correct amount of cash or by a check or money order made out to NMSU. Payment by mail must be by check or money order. We're sorry we cannot accept credit cards and we do not have change available. Phone or fax requests cannot be accepted. We must have an original signature. Allow 3 working days for your transcript to be processed. Please print legibly.

\_\_\_\_\_  
Name (At Time of GED Tests) Date of Birth

\_\_\_\_\_  
Current Name (If Different) Social Security Number

\_\_\_\_\_  
Date of GED Completion (Month & Year) Area Code Phone Number

\_\_\_\_\_  
Current Mailing Address Current City & State Current Zip

## **Where do you want your transcript sent?**

Please be aware an official transcript can only be mailed to a school or an employer. A copy of your GED transcript will be sent to any other address.

\_\_\_\_\_  
Name of Person to Receive Transcript

\_\_\_\_\_  
Name of School or Employer's Business

\_\_\_\_\_  
Street or PO Box

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

\_\_\_\_\_  
**Signature** **Date**

**MAILING ADDRESS:**  
Testing Services, MSC 4149  
Box 30001  
Las Cruces, NM 88003

**LOCATION:**  
Garcia Annex, Room 235  
On Locust Street  
Close to Corner of Stewart & Locust

**PHONE & USUAL HOURS:**  
(575)646-1921 Monday-  
Friday 10am-12pm &  
1pm -3pm

### *Office Use Only*

*Date Received* \_\_\_\_\_ *Received By* \_\_\_\_\_ *Amount Paid* \_\_\_\_\_

*Date Sent* \_\_\_\_\_ *Sent by* \_\_\_\_\_

(Form revised 02/06/2008)