Iowa Department of Education
Division of Community Colleges and Workforce Preparation
400 E. 14th St.
Des Moines, IA 50319-0146
educateiowa.gov/adultliteracy

NOTICE: New GED fee rate of $10 for any GED document goes into effect February 20, 2012.

GED Document Request Form

Check Those Documents You Need (√)		DOCUMENTS	PURPOSE AND REQUIREMENTS	COST	TIME REQUIRED
	A	**Copy of a GED Diploma**	May be ordered if you successfully completed and passed your GED tests and were awarded a High School Equivalency Diploma by the Iowa Dept. of Education.	$5.00	3-5 Business Days
	B	**Transcript**	You will receive an official transcript which includes scores and test dates. (You may also contact the community college where you tested for this information.)	$5.00	3-5 Business Days
	C	**Verification Letter**	If you never received a diploma or do not need an official GED Diploma, but you did satisfactorily complete and pass the GED tests, you may request a verification letter via **new FAX: (515) 242-5988**	No fee	2-3 Business Days

Payment must be in the form of a money order or check made payable to: ***Iowa Dept. of Education***

Name at the time of testing:	Date Original Diploma Was Issued:	Testing Location:	
Current Name (if different):	Social Security Number:	Birth Date:	
Street Address:	City:	State:	Zip:
Phone Number:	Email:	Fax (if available):	
Any additional information that would be helpful?			

If you wish to have the document(s) sent to a different person and/or location, please fill out the section below:

Name:	Phone:	Fax:	
Street Address:	City:	State:	Zip:
Email:	Any additional information that would be helpful?		

REQUIRED FOR PROCESSING:

Signature of GED Graduate:		Date of Request:	

Mail this form and Payment (if required) to:

Iowa Department of Education
Attention: GED Records Specialist
Division of Community Colleges and Workforce Preparation
400 E. 14th St.
Des Moines, IA 50319-0146

Questions: Please email GEDhelp@iowa.gov or call (515) 281-7308