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

GED Document Request Form

Check Those Documents You Need (√)	DOCUMENTS	PURPOSE AND REQUIREMENTS	COST	TIME REQUIRED
	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.	$10.00	3-5 Business Days
	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.)	$10.00	3-5 Business Days
	Verification/ 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.	$10.00	2-3 Business Days

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):	
Additional information:			

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:	

Payment can be made with money order or check payable to: ***Iowa Department of Education***
Mail this GED Document Request Form and payment to:
Iowa Department of Education
ATTN: GED Records Specialist
400 E. 14th Street
Des Moines, IA 50319-0146

Questions: Please email GEDhelp@iowa.gov - *(515) 281-7308 (phone) - (515) 242-5988 (fax)*
GED grad - Call (515) 281-7308 to verify you have a GED with the State of Iowa & pay electronically.