



# Maine Department of Education

## GED

### Information Request Form



Section 1: Please Print All Information			
Name: Last:		First:	MI
Last Name at Time of Testing (if different than above)		Social Security Number:	
Current Address:			
City / State / Zip Code:			
Daytime Telephone Number:		Date of Birth:	
Place of Testing (if available):		Certificate Number (if available)	
Section 2: Item(s) Being Requested (indicate with a check mark <input checked="" type="checkbox"/> )			
<input type="checkbox"/>	Transcript (free)	<input type="checkbox"/>	Duplicate/Replacement Diploma (note that there is a \$3.00 charge for a copy of a diploma)**
<input type="checkbox"/>	Diploma Verification	<input type="checkbox"/>	Other (Please Specify):
Section 3: Name(s) and Address(es) to which GED information is to be sent			
Please print clearly (no abbreviations). The US Post Office will not deliver without a complete address.			
Address #1		Address #2	
Telephone:		Telephone:	
Section 4: Authorization			
I authorize the Maine Department of Education to release the requested GED document(s) and/or information to the person(s) or organization(s) whose name(s) and address(es) are listed above.			
Signature of Person Named in Section 1*: Sign: X			Date:

**Mail Completed Form to:**  
 GED Office  
 Maine Department of Education  
 23 State House Station  
 Augusta, ME 04333  
 Telephone - (207) 624-6752  
 Fax - (207) 624-6821

\* Note: If the person named in Section 1 is under the age of 18, this form must be signed by a parent or guardian.

\*\* Requests for a duplicate diploma must be accompanied by a \$3.00 check or money order made out to the "Treasure - State of Maine".

While every effort is made to process requests as quickly as possible, it may take up to two (2) weeks, from receipt of the request, to mail the requested documents. Please plan accordingly.