Minnesota Department of Education

GED RECORDS

Already have your GED but Need a Copy of Your Records?

When an individual attains scores in Minnesota sufficient to be issued a State of Minnesota GED Diploma, a diploma, sometimes called a credential, and a transcript are sent to the address provided by the tester at the time of testing.

Additional copies may be requested by contacting the Minnesota Department of Education's GED Office. See the request form and instructions below.

ONLY ONE duplicate copy of your State of Minnesota GED Diploma will be issued ever. So don't request one unless you really need or want it as you'll never be able to get another from our office. There is no charge to obtain the additional copy of your State of Minnesota GED Diploma.

Individuals may request as many copies of transcripts as they need at no charge.

Most postsecondary educational institutions, employers and the military require only the transcript.

Many post secondary institutions want an "Official Transcript." You can specify that in your request and the GED Office will provide a transcript in a sealed envelope with an inked message over the seal indicating it is an Official Transcript if not opened prior to receipt.

TO REQUEST A TRANSCRIPT, complete the Record Request Form below and fax it to the GED Office at 651-582-8458. If you wish to complete the form electronically, use the Word Version and print the completed form so you can sign it. Then you may scan it and send it as an email attachment to alice.smith@state.mn.us.

We do not fax or e-mail records.

Can I Pick Up a Record in Person?

A copy of a record may be picked up in person at the Minnesota Department of Education provided that you make arrangements in advance with GED Testing personnel by calling 651-582-8446.

People dropping in unannounced at the Department of Education seeking duplicates of records are taking a chance. They will be accommodated if possible but there is no guarantee you will be able to get your records without requesting ahead of time.

You must show a valid I.D. when picking up records.

What If I Haven't Completed All of My Tests Yet But Want a Copy of my Records?

Partial transcripts may be requested from the Official GED Testing Center where you took your tests.

DO NOT CONTACT THE MINNESOTA DEPARTMENT OF EDUCATION FOR GED RECORDS IF YOU HAVE NOT YET EARNED THE GED CREDENTIAL!

If the local testing center has closed (i.e., is no longer a testing center) contact the Minnesota Department of Education's GED Office for partial transcript information. 651-582-8446

How Can I Request a GED Verification?

Organizations needing to verify a GED may fax a request to 651-582-8458. It must contain the individual's full name, including any and all possible last names. It must have a date of birth, last four digits of the Social Security number and a date and signature of the individual being verified. It must also contain a fax number where the verification information can be sent. Verifications are most often faxed within 24 hours, pending availability of records' personnel. Remember, **ONLY** verifications (i.e., existence/non-existence of a record and date of certification) will be faxed—no actual scores.

Want an Existing Record Changed?

Occasionally a record is in the permanent database with an "incorrect" name due to a divorce or other circumstance.

Due to the risk of fraud and identity theft, permanent records will be changed ONLY with appropriate legal documentation specified by the Minnesota Department of Education's GED Office and then only if the Department of Education is satisfied that no fraud or other potentially illegal or misleading activity is involved.

REQUEST FORM FOR GED RECORDS

Complete the Request Form to have a copy of your GED transcript mailed to you or to an institution(s) of your choosing.

You may also request one additional copy of your State of Minnesota GED Diploma if our records show we have not already sent out the second copy. You may request transcripts as often as you like at no charge.

Records: Contact Alice Smith at alice.smith@state.mn.us or call 651-582-8446.

General GED Testing: Contact Jim Colwell at jim.colwell@state.mn.us or call 651-582-8437.

Minnesota Department of Education

GENERAL EDUCATIONAL DEVELOPMENT (GED) RECORDS REQUEST

Date:

To obtain records earned in Minnesota please supply the information required below. There is no charge for the service at this time. Requests for records are mailed within two working days of receipt. GED records will not be faxed. NOTE: Only one duplicate diploma is allowed for each Minnesota graduate.

PLEASE TYPE OR PRINT LEGIBLY.

Name:

Name at the time of testing (if different):

Date of birth: Last four digits of your Social Security number:

Approximate month and year tested:

Where tested (center name/city):

Contact numbers (in case we have questions about your records):

Home: Cell: Work:

What information are you requesting?

☐ Duplicate diploma (one allowed, lifetime) ☐ Transcript/test scores

Where should we mail your copies?

Name:

Address:

City: State: Zip:

Signature (required): _____

Send requests using any of these methods:

- Mail: GED Testing Office, 1500 Highway 36 West, Roseville, MN 55113-4266
- Fax: 651-582-8458
- E-mail a scanned, signed copy (as an attachment): alice.smith@state.mn.us.