

GED Transcript Mail Order Form

COVID DELAYS: Please note in order to eliminate exposure during COVID, one primary person has been designated to collect and manage the money orders received. Money orders are picked up once a week on Fridays.

Personal information

First name	Middle name	Last name	Gender	Today's date
Address		City	State	
Zip/postal code	Country	Phone number		
Date of birth	Last four of SSN	Email address		

Your GED Test information

Year you took GED test (if unsure, use approximate year)	City you tested in	State/jurisdiction you tested in
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Your name when you took GED test (if different from above)

Consent to release academic records

First name	Middle name	Last name
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My signature below indicates my consent to the release of my education records to the individual or organization stated on this form. If the student is under the age of 18, I, as the student's parent or guardian consents to the release of the student's educational records to the individual or organization stated on this form.

Signature

Date

Order details and payment

Which document(s) would you like to order?

Transcript \$15 (Select if you took the GED anywhere but Kansas)

Transcript \$20 (Select if you took the GED in Kansas)

Diploma* \$15 (Select if you took the GED anywhere but Kansas)

Diploma \$20 (Select if you took the GED in Kansas)

How would you like your document(s) delivered?

Paper - First Class USPS with overnight
FedEx option

Electronic - delivered by secure email

Where would you like to send your document(s)?

Leave blank if sending to your own mailing address or email address (the one listed on first page).

If sending to a mailing address/email address other than yours, clearly write the destination in full here:

Paper and electronic documents cost \$15 each (except Kansas transcripts which cost \$20).

- Paper documents are sent first class delivery (USPS) and require a \$2.25 per document mailing fee. For FedEx overnight, add \$27 per document to your total.
- We accept money orders or cashiers checks only (made payable to Parchment). We're sorry but we cannot accept personal checks or credit/debit cards.
- Documents may take up to three weeks to be delivered from the time we receive your order.

If you are ordering paper documents, would you like to pay for FedEx overnight delivery?

Yes - add \$27 for each document to your total

No - add \$2.25 for each document to your total

N/A

Enter total amount enclosed here

Mail this form (both pages) and your payment (money order or cashiers check) to:

Parchment LLC
PO Box 498518
Cincinnati, OH 45249

* If you took the GED in Washington DC and you would like a diploma, you will receive a certified letter instead.