



Request Form for Additional Certificates and Transcripts

Instructions

Please complete the following information.

Step 1 ▶ Personal information: tell us who you are

Please print in block capitals.

Last Name (as it appears on your ID)

Office Use Only

First Name (no nicknames or abbreviations)

Middle Initial(s)

Date of Birth (DD/MM/YYYY)

Mailing Address (include street address, apartment number, PO Box, RR, Comp or Site)

City/Town

Province

Postal Code

Telephone Number (Home)

Telephone Number (Work)

Telephone Number (Mobile)

E-mail Address

Step 2 ▶ GED testing location: where did you write?

Please indicate your testing location and date tested. If you are unsure, consider estimating the test date and location to help locate your records.

Last Date Tested (DD/MM/YYYY)

Testing Location

Your Name at the Time of Testing (if different)

Step 3 ▶ What are you requesting?

Please complete the following to receive copies of your transcript and/or certificate. See "GED service fees" on the next page.

Transcripts: I am requesting ____ copy(ies) of my transcript to be sent to the following address.

Mail

Attention: _____

Address: _____

Fax

Attention: _____

Institution: _____

Fax Number: _____

Certificates: I am requesting ____ copy(ies) of my certificate to be sent to the following address.

Mail

Attention: _____

Address: _____

Fax

Attention: _____

Institution: _____

Fax Number: _____

GED service fees

- ▶ Fees are non-refundable.
- ▶ Cash and personal cheques are not accepted.
- ▶ Money orders are accepted (payable to the Minister of Finance).
- ▶ Debit transactions for transcripts and certificates are accepted at the Halifax location.
- ▶ MasterCard and Visa are accepted, please include card number, expiry date, cardholder name, and signature (Step 5).

Copy of official transcript of marks	\$17.41
Each additional copy, if ordered at the same time.....	\$11.65
Copy of official certificate.....	\$17.41
Each additional copy, if ordered at the same time	\$11.65
Additional charge each time your transcript and/or certificate is faxed to an educational institution	\$5.44

Step 4 ▶ Sign and date this request form

Applicant's Signature _____ Date _____
I have enclosed a fee of \$ _____

Step 5 ▶ Did you remember ... ?

Please ensure that all information on this request form is completed. Your application will not be processed and will be returned to you if you have not included the following:

- Signature and date of this application (Step 4)
- A money order for your certificate and transcript request(s), see "GED service fees" above, (Money orders are payable to the Minister of Finance; cash or personal cheques CANNOT be accepted; debit transactions are available at the Halifax location) OR MasterCard/Visa information.
- MasterCard Visa Card Number: _____ Expiry Date: _____
Cardholder Name: _____ Signature: _____

Step 6 ▶ Return completed application to the GED Testing Service

Mail or drop off your requests to the GED Testing Service at the following address:

GED Testing Service
Adult Education
Department of Labour and Workforce Development
2021 Brunswick Street, PO Box 578
Halifax, Nova Scotia B3J 2S9

If you have any questions regarding your GED transcript or certificate, please contact the GED Testing Service at (902) 424-3626.

For Office Use Only			
Date Received _____	Date Issued _____	Receipt # _____	Amount \$ _____
Transaction # _____			



For more information about the GED program, visit our website at www.gonssal.ca.

