



**Testing Services**  
 Roswell Instructional Center 208  
 P.O. Box 6000  
 Roswell, NM 88202  
 (575) 624-7227/7183  
 FAX (575) 624-7331

**GED Transcript Request Procedure**

- ❖ To request an **Official** or *Personal* copy of your **GED Transcript**:
  1. Complete this form. Provide all the information required. Forms without an original signature will not be processed.
  2. Mail or fax the completed form to ENMU-R Testing Services. (Attn: Testing)  
**Phone requests are not accepted.**
  3. **Official GED Transcripts** are mailed directly to institutions or employers only.
  4. A *copy* of your GED transcript, for your personal use only, may be requested.
  5. Please indicated where you would like your scores sent.

Name (*at time of testing*): \_\_\_\_\_

Other possible names/spellings: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month      Day      Year

Phone: (\_\_\_\_) \_\_\_\_\_      Fax: \_\_\_\_\_

Approximate date testing completed: \_\_\_\_/\_\_\_\_  
Month      Year

**For Testing Office Use:**  
 Date Sent or Picked Up: \_\_\_\_\_

Will pick up form **OR**  Please Send

Please send an **Official** GED Transcript to (institution or employers address **COMPLETE** mailing address):

\_\_\_\_\_

\_\_\_\_\_

Please send a **Personal** Copy of my GED Transcript to (home mailing address or fax#):

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_