

GED[®] Transcripts

Your official GED[®] transcript contains: (1) the individual test scores, (2) the total score, (3) the standard score, (4) the percentile rank, and (5) date of last test, and whether or not you have passed. If you passed the GED[®] Test, your transcript will also indicate the date your diploma was issued. Upon a candidate's successful completion of the GED[®] Test, the Pennsylvania Department of Education will issue a transcript, at no cost, along with the Commonwealth Secondary School Diploma (CSSD).

Requesting a GED[®] Transcript

If you need additional copies of your transcript sent to an employer, postsecondary institution, or for yourself, complete the GED[®] transcript request form.

[Click here to create and print a transcript request form](#)

In order to locate your official GED[®] record, please provide as much of the following as possible on the request form:

- Name at time of testing
- Approximate year of testing
- Birth date
- Social security number
- Address where transcript is to be sent
- Phone number where you can be reached during the day
- Signature

Requests for GED[®] transcripts **MUST** be accompanied by a money order or cashier's check for \$3.00 (per transcript) made payable to **Commonwealth of Pennsylvania**. The \$3.00 per transcript fee is non-refundable.

Please choose one of the three methods available for processing the transcript:

- **Standard Processing (Regular First-Class Mail)**

Mail the completed transcript request form and money order or cashier's check to the address below. Please allow 4-6 weeks for processing and delivery.

Mail to:

Commonwealth Diploma Program
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

- **Expedited Processing (1 Week)**

If a transcript is required by mail sooner than 4-6 weeks, you may send your request to the address above by overnight/express mail and include a SELF-ADDRESSED, PREPAID RETURN overnight/express mail envelope. The GED office will use this envelope to return the transcript.

- **In-Person Processing (within 1 hour)**

Transcripts can be processed in person at the GED® office, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg. You are required to bring the \$3.00 money order/cashier's check, photo ID and the request form as listed above. The GED® office is open 8:00 AM to 4:30 PM, Monday through Friday, except Commonwealth Holidays.

Third parties picking up a transcript on the behalf of a requestor must bring the \$3.00 money order/cashier's check and the request form completed and signed by the requestor, along with their own photo ID. Additionally, the third party must provide a signed letter authorizing them to receive the transcript on the requestor's behalf.

***Note: The Pennsylvania Department of Education and the GED® office cannot verify completion of the GED® or the authenticity of transcripts via telephone, fax or email; nor does the Department transmit transcripts by fax or email.**