

# DUPLICATE GED® RECORDS REQUEST AND CALIFORNIA HIGH SCHOOL EQUIVALENCY CERTIFICATE APPLICATION

ETS-GED Records Center  
P.O. Box 4005  
Concord, CA 94524-4005

GED-013 (rev. 01/09) Please read the attached instructions before completing the form. This form may be duplicated.

- Section 1: All applicants must complete Section 1. Use your full legal name; do not use aliases, nicknames, or initials.
- Section 2: All applicants must include payment. Payment must be for the exact amount in the form of a money order payable to "ETS." **No cash, checks, ATM cards, or credit cards accepted. The amount is \$7 for each Official Transcript of GED Test Results and \$20 for each California High School Equivalency Certificate.**
- Section 3: Make sure to include correct mailing address(es).
- Section 4: **If you are ordering duplicate records, Section 4 does not need to be completed.** If you are applying for the California High School Equivalency Certificate for the first time, you will need to complete Section 4 and have the form notarized. See attached instructions to determine whether notarization is necessary.

## SECTION 1. IDENTIFYING INFORMATION—PLEASE PRINT OR TYPE.

NAME -- Last name, first name, and middle name at time of testing

GED IDENTIFICATION NUMBER (OFTEN SSN)	DATE OF BIRTH	DAYTIME TELEPHONE
LOCATION AND NAME OF TESTING SITE -- PLEASE INCLUDE CITY		DATE TEST WAS TAKEN (MUST INDICATE YEAR)
CERTIFICATION: I hereby certify that, to the best of my knowledge, the information on this application is true and complete.	EXAMINEE SIGNATURE	DATE

## SECTION 2. DETERMINE THE FEES TO BE INCLUDED WITH THE APPLICATION. INDICATE THE NUMBER OF EACH TYPE OF DOCUMENT AND THE APPROPRIATE AMOUNTS. BE SURE TO ENTER THE TOTAL AMOUNT ENCLOSED.

Send _____ certificate(s) x \$20 =	Send _____ transcript(s) x \$7 =	<b>TOTAL AMOUNT ENCLOSED:</b> \$ _____ <b>Make money order payable to "ETS"</b> <b>No cash, checks, ATM cards or credit cards!</b>
<b>Subtotal:</b> \$ _____	<b>Subtotal:</b> \$ _____	

## SECTION 3. PRINT OR TYPE ADDRESS(ES) WHERE DOCUMENTS ARE TO BE SENT. IF YOU ARE REQUESTING THAT YOUR RECORDS BE SENT TO MORE THAN TWO ADDRESSES, USE ADDITIONAL PAGES TO PROVIDE THIS INFORMATION.

AGENCY OR INDIVIDUAL NAME	Send _____ certificate(s)		
	Send _____ score report(s)		
STREET ADDRESS	CITY	STATE	ZIP CODE
AGENCY OR INDIVIDUAL NAME	Send _____ certificate(s)		
	Send _____ score report(s)		
STREET ADDRESS	CITY	STATE	ZIP CODE

## SECTION 4. IF REQUIRED, NOTARY PUBLIC TO COMPLETE. APPLICANT: READ THE INSTRUCTIONS THAT ACCOMPANY THIS FORM TO DETERMINE IF NOTARIZATION IS NECESSARY. DO NOT SIGN BELOW UNTIL NOTARY PUBLIC ADVISES YOU TO DO SO.

State of \_\_\_\_\_ SS. On \_\_\_\_\_, 20\_\_\_\_, I \_\_\_\_\_ personally appeared before and proved to \_\_\_\_\_, a Notary Public of the State of \_\_\_\_\_ on the basis of satisfactory evidence, to be the person whose name is subscribed on this document, and acknowledge that I executed it.

County of \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, I \_\_\_\_\_ was duly sworn, deposited and state that the information that appears on this document is true and correct.

Subscribed and sworn before me on \_\_\_\_\_, 19\_\_\_\_.

Notary's signature: \_\_\_\_\_

**NOTARY STAMP**

General Educational Development (GED) Duplicate Records Request and  
California High School Equivalency Certificate Application

**INSTRUCTIONS**

Please make sure that all information requested on the application is provided. Incomplete applications will be returned to the applicant unprocessed.

The California Department of Education and Educational Testing Service (ETS) consider GED records confidential. Records will not be released, except to an authorized GED Testing Center, without a signed release from the examinee. If there are any questions, contact the ETS-GED Records Center at (866) 370-4740.

**PASSING SCORES:** Effective January 1, 2002, California examinees must earn a standard score of 410 or higher on each of the individual sub-tests and an average standard score of 450 or higher to pass the test. Prior to 2002, examinees must have earned a standard score of 40 or higher on each of the individual sub-tests and a total standard score of 225 or higher to pass. If tested before July 21, 1984, examinees must have earned a standard score of 35 or higher on the individual sub-tests and a total standard score total of 225 or higher to pass.

**FEES:** Applications must be accompanied by payment for each document ordered; all applicants must include payment. Payment must be in the form of a money order payable to ETS--**cash, checks, ATM cards, or credit cards will NOT be accepted.** The fees are \$7 for each transcript and \$20 for each High School Equivalency Certificate.

**A. TO REQUEST DUPLICATE RECORDS:**

You may use this application to request duplicate records under the following circumstances:

1. You took and passed the GED test in California after July 1, 1990.
2. You took and passed the GED test in California before July 1, 1990, **and applied for the California High School Equivalency Certificate** from the State GED Office.
  - If you meet one of these conditions, complete Section 1, Section 2 and Section 3 of the application.
  - Indicate what documents you are ordering and enclose the appropriate fee.
  - Return the application and fee to the ETS-GED Records Center address noted on the application.
  - Do NOT complete Section 4. The form will not need to be notarized.
  - If you need a transcript that shows partial or failing GED test scores, contact the testing center where you last took the GED test.

**B. TO APPLY FOR A CALIFORNIA HIGH SCHOOL EQUIVALENCY CERTIFICATE:**

You may use this application to apply for a California High School Equivalency Certificate under the following circumstances:

1. You took the GED test in California before July 1, 1990, **and DID NOT apply for the California High School Equivalency Certificate** from the State GED Office.
  - If you meet this condition, complete Section 1, Section 2, Section 3, and Section 4 of the application. *The application must be notarized.*
  - Obtain a **sealed** transcript of your scores from the testing center where you tested. See contact information below to determine where you request your transcript. Do not open the sealed envelope that contains your scores!
  - Indicate what documents you are ordering and enclose the appropriate fee.
  - Return the notarized application, money order, and sealed transcript to the ETS-GED Records Center address noted on the application.
2. You took the GED test in California before July 1, 1990, at a testing center that has closed and forwarded its permanent records to the State GED office for storage.
  - If you meet this condition, complete Section 1, Section 2, Section 3, and Section 4 of the application. *The application must be notarized.*
  - Indicate what documents you are ordering and enclose the appropriate fee.
  - Return the notarized application along with the money order to the ETS-GED Records Center address noted on the application.

## DID YOU TEST WHILE ENLISTED IN THE MILITARY?

If you took the GED tests through the military, on ship, or overseas and are applying for a High School Equivalency Certificate for the first time, note the information below. You can also find information on locating GED records earned in the military at the Defense Alternative for Nontraditional Educational Support (DANTES) website, located at [www.dantes.doded.mil](http://www.dantes.doded.mil).

**A. If you tested through the military, overseas or onboard ship prior to July 1, 1974**, your records should be located at DANTES. Request an original, sealed transcript of your scores from DANTES at P.O. Box 6605; Princeton, NJ 08541-6605. Telephone: (800) 257-9484. Do not open the sealed envelope that contains your scores!

- Complete Section 1, Section 2, Section 3, and Section 4 of the application. *The application must be notarized.*
- Indicate what documents you are ordering and enclose the appropriate fee.
- Return the notarized application, money order, and sealed transcript to the ETS-GED Records Center address noted on the application.

**B. If you tested through the military stateside between July 1, 1974 and October 1, 1985**, your records should be located at a local testing center. For the most part, civilian testing centers provided services to in-state military sites during this period, and these records were not automatically forwarded to the State GED Office or maintained by the military.

- Complete Section 1, Section 2, Section 3, and Section 4 of the application. *The application must be notarized.*
- Obtain a **sealed** transcript of your scores from the testing center where you tested. Do not open the sealed envelope that contains your scores!
- Indicate what documents you are ordering and enclose the appropriate fee.
- Return the notarized application, money order, and sealed transcript to the ETS-GED Records Center address noted on the application.

**C. If you tested overseas or onboard ship after July 1, 1974 or through the military after October 1, 1985**, your records should be located at the GED Testing Service (GEDTS). Contact the (GEDTS) at the address/telephone below and request a certificate application form. When you return the form and payment to GEDTS, indicate that your scores should be forwarded to the California State GED Office at 1430 N St., Suite 5408, Sacramento, CA 95814-5901.

GED Testing Service  
One Dupont Circle, NW  
Washington, D.C. 20036-1163  
Telephone: (202) 939-9490

If you do not know what agency provided testing services, contact the ETS – GED Records Center for assistance at the address/telephone below:

ETS-GED Records Center  
P.O. Box 4005  
Concord, CA 94524-4005  
Telephone (toll-free): (866) 370-4740

Contact information for both active and closed testing centers in California may be found at the following website:

[www.cde.ca.gov/ta/tg/gd](http://www.cde.ca.gov/ta/tg/gd)