



**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)**

|                |          |            |                |
|----------------|----------|------------|----------------|
| LAST NAME      |          | FIRST NAME | Middle Initial |
| Date of Birth  | Day      | Month      | Year           |
| Street Address |          |            | Apartment No.  |
| City /Town     | Province |            | Postal Code    |
| Telephone      | Home #   | Mobile #   | Work #         |
| Email          |          |            |                |

**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.

|                 |                |
|-----------------|----------------|
| <b>Mail to:</b> | <b>Fax to:</b> |
| Attention:      | Attention:     |
| Address:        | Institution:   |
|                 | Fax Number     |

**Certificates:** I am requesting \_\_\_\_ copy(ies) of my certificate to be sent to the following address:

|                 |                |
|-----------------|----------------|
| <b>Mail to:</b> | <b>Fax to:</b> |
| Attention:      | Attention:     |
| Address:        | Institution:   |
|                 | Fax Number     |

**Request form for GED Certificates and Transcripts continued on reverse**

## GED SERVICE FEES

- Fees are non-refundable.
- Cash and personal cheques are NOT accepted.
- Money orders are accepted (*payable to Minister of Finance.*)
- Debit transactions for transcripts and certificates are accepted at the Halifax location (2021 Brunswick Street, Halifax, NS).
- MasterCard and Visa are accepted. Please include card number, expiry date, cardholder name and signature (Step 5)

|  |         |
|--|---------|
| Copy of official transcript of marks.....  | \$17.76 |
| Each additional copy if ordered at same time .....   | \$11.88 |
| Copy of official certificate.....  | \$17.76 |
| Each additional copy (if ordered at same time).....  | \$11.88 |
| Additional charge each time your transcript and/or certificate is faxed to an educational institution... . | \$ 5.55 |

### 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 Advanced Education  
 2021 Brunswick Street, PO Box 578  
 Halifax, NS 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 _____   | Payment Method _____   |  |
|                     | Transaction # _____ | Payment Amount\$ _____ |  |



For more information about the GED program, visit our website at [www.goNSSAL.ca](http://www.goNSSAL.ca)



Labour and Advanced Education