



# Arizona High School Equivalency: GED® Test Pathway Official Transcript and Verbal Verification Request

## Instructions

- ⇒ Please clearly fill out Section 1 and Section 2. Sign and date the form.
- ⇒ Mail the form with the applicable fee/s to the mailing address below.

### Section 1—Must be Completed by Former Test-Taker

Current Legal Name (REQUIRED, First, Middle, Last)	Date of Birth (REQUIRED, month/day/year) / /
Name at Test Time and Any Other Names Used (Required if different than above)	Social Security Number (last 4 digits) XXX - XX -
Current Mailing Address, City, State, Zip Code	Current Phone Number ( ) -
Approximate Testing Location	Approximate Testing Date

Check here to send official transcript/s to address above.

### Section 2—Official Transcript/s Sent To...

Name of Business, Educational Institution, etc.	Attention to Department, Individual, etc.
Mailing Address, City, State, Zip Code (No PO Box IF using FedEx Expedite Shipping)	Business Contact Number ( ) -

**Certification:** "I hereby certify that all information provided is true, and I authorize the release of my official transcript or completion date to the requestor." (Signature Required by FERPA Student Privacy Act)

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Important Notes:

- ⇒ Requests are processed within 2-3 business days of receiving.
- ⇒ 3rd Parties must call (602) 258-2410, option #2 to obtain verbal verification.
- ⇒ **NO PERSONAL CHECKS OR CREDIT CARDS WILL BE ACCEPTED.**
- ⇒ **OFFICIAL TRANSCRIPT/S WILL NOT BE SENT BY FAX OR E-MAIL.**

#### Mailing Address:

Arizona Department of Education  
Adult Education Services Bin #26  
1535 W Jefferson Street  
Phoenix, AZ 85007

### Payment Options

(Money Order or Business Check ONLY; Payable To AZ Department of Education; Check all that apply; USPS first class shipping ONLY)

- Transcript for years 1945 to 1984 - \$15.00 (Microfilm Search, 1 official transcript) Additional at \$10.00 each X Quantity \_\_\_\_\_
- Transcript 1985 to the Present - \$10.00 each X Quantity \_\_\_\_\_
- Verbal Verification (3rd Parties Only) 1945 to 1984 - \$15.00
- Verbal Verification (3rd Parties Only) 1985 to the Present - \$10.00

Total Amount Enclosed: \$ \_\_\_\_\_

### FedEx Expedite Shipping Options

(in addition to transcript fee/s ONLY; tracking included; signature required; No shipping to PO Boxes)

- FedEx Express Overnight: \$20.00
- FedEx Ground, All Other AZ Cities: \$4.00
- FedEx Ground, Phoenix: \$3.60
- FedEx Ground, Out of State: \$8.00