

Duplicate Diplomas and/or Transcripts

To request a duplicate document you must do the following:

1. Complete Attachment H (Request for Duplicate Copy of NYS High School Equivalency Diploma and/or Transcript of GED® Test Scores) **Attachment H** (36kb)
- Enclose a certified check or money order payable to the New York State Education Department:
 - \$4.00 for a copy of a passing transcript
 - \$4.00 for a copy of a failing transcript
 - \$10.00 for copy of diploma and transcript

Please do not send cash or personal checks. All fees are non-refundable.

2. Send completed **Attachment H** and payment to:

THE NEW YORK STATE EDUCATION DEPARTMENT

GED® Testing Office
P.O. Box 7348
Albany, New York 12224-0348

The GED® Testing Office does not process requests for express mail service under any circumstances. Processing time is 3-4 weeks.

For more information regarding fees and procedures, please go to the NYSED website for GED services, http://www.acces.nysed.gov/ged/duplicate_diploma.html

Important Note: A duplicate diploma will not be issued until two (2) months after the issue date of the original diploma. NYSED does not, for any reason, issue replacement passing transcripts or diplomas in any name other than the name in which the original passing transcript or diploma was issued.