

# Ohio GED Transcript Request and Release of Information Form



Department  
of Education

Ted Strickland, Governor

Deborah S. Oetle  
Superintendent of Public  
Instruction

1. Security Number (Social Security number or number used when testing):

██████-██████-██████

2. \*Name of GED student (current):

Charles E. Melleno, Sr.

3. Street address (current):

████████████████████

Apt.:

4. City: Columbus

State: Ohio

ZIP: ██████

5. Day Phone Number ( 614 )

██████-██████

Date of Birth: ██████

6. City and State where student tested: Columbus, Ohio

Year tested: 1992

7. Name(s) when tested (if different than above):

**NOTE:** If you are requesting that we send a transcript to the above address, skip question 8.

8. Send transcript to (if not to yourself):

Business Name: \_\_\_\_\_

Attn. Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

### FEES AND REQUIREMENTS

### MONEY ORDERS ONLY

Only Money Orders (payable to Ohio Testing Services) are accepted and must be sent with this request.

**NOTE: FEE IS NON-REFUNDABLE**

CHOOSE ONE:

#1 Standard Service (\$10): The GED Office will process your transcript within 30 business days from the day it is received. It will be sent to you using United States Postal Service first-class mail. Allow time for mail delivery.

#2 Priority/Fax Service (\$15): The GED Office will process your transcript on the day it is received. It will be sent to you using United States Postal Service first-class mail (allow time for mail delivery) or it will be faxed to you if you so request. **YOU MUST WRITE "PRIORITY PROCESSING" ON THE FRONT OF THE ENVELOPE.**

▶ Fax number if you are requesting fax service: ( \_\_\_\_\_ ) \_\_\_\_\_

▶ Attention: Name \_\_\_\_\_ Title \_\_\_\_\_

✓ The transcript will be faxed before mailing if you check the box above and give a valid fax number.

\*The GED student listed above must sign and date this release of information form.

I, the undersigned, consent to the release of my GED records.

X Charles E. Melleno, Sr.  
Signature of GED Student

Date: Dec. 14, 2011

Send completed form and money order to this address: **GED Transcript Office  
25 South Front Street, 1st Floor  
Columbus, Ohio 43215-4183**

NOTE: MAKE MONEY ORDER PAYABLE TO OHIO TESTING SERVICES

Rev. 10/1/09

clear form fields

*Charles E. Melleno, Sr.*