

**DIRECTIONS FOR ORDERING CERTIFIED TRANSCRIPTS
AND DUPLICATE CREDENTIALS****Required Information**

- Your name at the time of GED testing or the way your name appears on your credential; if you don't remember, there is a place to list other possible last names
- Your date of birth
- Your social security number
- Your telephone number, with area code
- Your email address, if you have one
- The names and address(es) where you want your document(s) sent; and
- Your signature (transcripts cannot be released without a signed request)

Payment

- \$15 for each document (transcript or credential), \$2 for each additional copy of the same document in the same order.
- For persons currently in jail or prison, the fee is \$5 for each initial document and \$2 for each additional copy in the same order.
- Enclose a check, money order or credit card number (Visa or Master Card).
- If paying by credit card, provide expiration date, 3-digit CVS code*, and the zip code for the card holder.
- Orders take two to three weeks unless an emergency fee is paid.
- An Emergency Service Fee of \$25 is available and documents will be shipped within 48 hours. The \$25 fee is in addition to the fees for the documents.
- An Emergency Fee requires a street address for delivery because the delivery services do not deliver to PO Boxes.

Submitting Forms and Payment

- Mail the completed form and payment (check/money order) to:
Wisconsin Department of Public Instruction
Attention: Business Office
PO Box 7841
Madison, WI 53707-7841
- Credit card orders may be faxed to 608/267-9275

Mailing Credentials or Transcripts

Documents may be mailed to your home, the employer/business or the college/university. Please make sure if documents are mailed to your home that the employer, business, college or university will accept documents in an unsealed envelope. We need:

- Name of person, business and/or college/university.
- Complete street address (required if this is an emergency) or PO box number
- City, state, zip code.
- Person or department that it should be directed to: (admissions, human resources, specific person's name).

*The CVS code is the 3-digit code on the back of the credit card.