Print Form

Please call our office prior to mailing in form and fees in order to verify that a GED diploma or record is on file. This will assist us in processing your request. Thank you.

VERIFICATION LETTER REQUEST FORM

Return to: Iowa Department of Education
Attn: GED Records Specialist
Office of Administrative Services
400 East 14th Street
Grimes State Office Building
Des Moines, IA 50319-0146

Call: *515-281-7308 Phone*
515-281-6544 FAX
GED information or verification

I am requesting a letter verifying that I have satisfactorily completed the comprehensive tests for determining general education achievement equivalent to high school graduation, and that I was awarded the Iowa High School Equivalency Diploma by the State of Iowa, Department of Education. ***Some situations have occurred that a diploma was never issued by the individual did complete and pass the GED tests. There is a letter for this situation.***

Instructions: Please complete this section in order to locate your record.

**Name on Diploma – Last name, First name, Middle* | *Date Diploma issued - mm/dd/yy* | *Diploma #*

**Current Name if different from diploma* | **Social Security # (000-00-0000)* | **Date of Birth – mm/dd/yy*

** Street (current address)* | ** City* | **State* | **Zip Code*

Additional information | *Testing location area*

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