

Exchange Form for “GED® Certificate” to “Utah High School Completion Diploma”

Persons who passed the GED Tests between January 1, 2002 and June 30, 2009 may exchange their “General Education Development Certificate” for a “Utah High School Completion Diploma.”

Method for Exchange

The Utah State Board of Education, Adult Education & GED Testing Services office will complete the exchange of documents. Requests for exchanges may be made by mail, fax, or in person (because of a need for identification verification, we cannot process this request over the phone).

Requirements for Exchange

1. The person requesting the exchange has passed the GED Test as verified by the Utah State Board of Education GED Testing Services
2. The person must present proof of identity – current government-issued ID such as a Driver License, State of Utah ID card, passport, military ID, or a temporary Utah Driver License
3. This completed exchange form

Important Notice

Accepting a Utah High School Completion Diploma in exchange for a GED Certificate may affect your ability to return to a Utah K-12 program instruction and/or enter the military. You may access a Utah Adult Education program of instruction for literacy instruction if your academic skills are below 9.0 grade level in reading, math, or English.

Examinee’s name at time of GED testing: _____

Social Security Number: _____

Current mailing address: _____

Examinee’s birth date (mm/dd/yyyy): _____

Current age: _____

*Government-Issued photo I.D. is REQUIRED with this request. If faxing or mailing a request, please enlarge to 3” x 4” inches showing signature and date of birth. Photocopy on “PHOTO SETTING.”

With my signature, I hereby request a single, unframed Utah High School Completion Diploma be sent to the above address and I accept the educational consequences of the exchange.

Signature: _____

Date: _____

Please submit this form with accompanying documents to:

By Mail:

Utah State Board of
Education
Adult Education & GED
250 East 500 South
P.O. Box 144200 Salt Lake
City, Utah 84114-4200

By Fax:

Fax to (801) 538-7882

In Person:

Bring from and documents
to 250 East 500 South
Salt Lake City, Utah 84114
*Ask for Adult Education and GED
Testing*