

# How to Initiate and Archive Request

For diplomas issued prior to 1985

Can't find a student record? It is possible that there are no digital records if they tested on a date prior to 1990 (the actual date varies by state). However, these records can be found by ordering an archive request.

Agent Home Page

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Agency: Neighbors' Educational Opportunities, Inc.  
Agent Name: [Paula Siminski](#)

[Document & Billing History](#) [My Access Rights](#) **\$20.00**  
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**Student Search**

First Name:   Search INSIDE of First Name Last Name:   Search INSIDE of Last Name

Jurisdiction:  ID Type:  Please Select

ID Number:   Search INSIDE of ID Number Date of Birth:

Sort Order:  Last Name

[Additional Searching Hints](#)

Can't find a student record? It is possible that there are no digital records if they tested on a date prior to 1990 (the actual date varies by state). However, these records can be found by ordering an archive request. [Initiate Archive Request](#)

If you are looking for your Indiana GED and were unable to locate it through Diploma Sender by submitting the form on this screen, then you must initiate and archive search to find the document.

You will see a link near the bottom of the screen entitled, "Initiate Archive Results". This link will take you to another screen so you can begin the process.

**Initiate Research for Archived Records**

**Original Test Registration Information**

Jurisdiction:  Indiana

ID Type:  Please Select

ID Number:

First Name:

Middle Name:

Last Name:

Date of Birth:  MM/DD/YYYY

Mo / Year Tested:  /

Testing Center (if known):

**Student Mailing Information (optional)**

Address:

City:

State:

Zip:

Email:

The State of Indiana has contracted with DiplomaSender.com to provide archival research.  
The fee for this archive research is \$12.00.

Fill in the information on this screen to the best of your ability.

Select State: Indiana

Select ID Type: SSN

Enter your personal information as requested.

Mo/Year: Those fields must be filled in. For Portage testers needing assistance see # 1 contact information below. All others contact option #2.

Testing Center: Portage Adult Education Ctr. # 3000170580

1. Portage testers may call 219-850-4448 and ask for the Chief Examiner.
2. Non- Portage Tester mail your  
Indiana Department of Workforce Development  
10 N. Senate Avenue  
SE203  
Indianapolis, IN 46204
3. [The ACE/GEDTS has a zip code based search tool to help you locate contact information for your testing center](#)

Need more help using Diploma Sender:

**The following information can be obtained by clicking on the "Contact Us" link on the Diploma Sender website.**

Diploma Sender Email Contacts

Help Using Web Site:

[Email: support@diplomasender.com](mailto:support@diplomasender.com)

Credit Card Issues:

[Email: billing@diplomasender.com](mailto:billing@diplomasender.com)

Agency Support:

[Email: AgencySupport@diplomasender.com](mailto:AgencySupport@diplomasender.com)

Jurisdiction Inquiries:

[Email: sales@diplomasender.com](mailto:sales@diplomasender.com)

For all other inquiries [send email to general support.](#)

If you do not have access to email, [click here to request a call from us.](#) You will hear from us within 24 hours.