 Name/Address Change Request Form

Teacher Certification – Alaska Department of Education and Early Development

# PERSONAL INFORMATION

It is the responsibility of the applicant to maintain current information, including name, mailing and email addresses on file with the Teacher Certification Office. All name changes must be supported with a photocopy of the legal document verifying the change.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:       Gender:

Mailing Address:       City:      State:    Zip Code:

Home Phone:       Work/Cell Phone:

Primary Email:       Secondary Email:

Former Last Name(s):       Highest Educational Degree:

## COPY OF CERTIFICATE(S)

[ ] Send a new Certificate(s). The fee for each duplicate certificate is $25. I am requesting a copy of my:

[ ] Teacher Certificate [ ] Administrative Certificate [ ] Special Services Certificate

[ ] Do not send a Duplicate Certificate

### FEE SCHEDULE

The fee for a duplicate certificate is $25 per certificate.

You may pay with a credit card via the DEED Online Payment Center, cashier’s check, or money order (payable to DEED). Fees are non-refundable.Personal checks will not be accepted.

If payment is made through the Teacher Certification [Online Payment Center](https://education.alaska.gov/teachercertification/PaymentCenter) (https://education.alaska.gov/teachercertification/PaymentCenter) a copy of the payment receipt must be submitted with this form.

### SIGNATURE

I certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature:       Date:

# SUBMIT YOUR APPLICATION

This application may be emailed or faxed to the Teacher Certification office. Otherwise, you may mail the application to the following address:

Department of Education and Early Development

Teacher Certification

PO Box 110500

Juneau, AK 99811-0500

# CONTACT TEACHER CERTIFICATION

If you have questions, please use the following information to contact the Teacher Education & Certification Office:

Email: Teacher Certification (tcwebmail@alaska.gov)
Phone: (907) 465-2831 Fax: (907)465-2441
[Teacher Certification Website](https://education.alaska.gov/teachercertification) (https:/education.alaska.gov/teachercertification)