



DUPLICATE CERTIFICATE REQUEST

PERSONAL INFORMATION

LAST NAME				FIRST NAME				M.I.		SOCIAL SECURITY NUMBER									
MAILING ADDRESS										CITY			STATE		ZIP CODE				
HOME PHONE NUMBER						WORK OR MOBILE PHONE NUMBER						GENDER							
HOME EMAIL ADDRESS																			
BIRTHDATE (MM-DD-YYYY)			FORMER LAST NAME(S)						HIGHEST EDUCATIONAL DEGREE										

It is the responsibility of the applicant to maintain current information, including name, mailing and email addresses on file with the Teacher Certification Office. **Contact information can be changed online at <https://education.alaska.gov/TeacherCertification/>. All name changes must be supported with a photocopy of the legal document verifying the change.**

CERTIFICATE INFORMATION

I am requesting a copy of my:

- Teaching certificate
 Administrative certificate
 Special services certificate
 I would like a copy of my current certificate.
 I would like a copy of an expired certificate.

Dates of expired certificate: _____

FEE SCHEDULE

The fee for a duplicate certificate is \$25.00 *per certificate*: **This fee includes the district copy.** You may pay with a cashier's check (payable to EED), money order, debit card or credit card (Visa, Discover or MasterCard). Fees are non-refundable. **Personal checks are not accepted.**

PLEASE INDICATE:

AMOUNT		.		0		0	
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CREDIT CARD NUMBER				-				-				-				EXPIRATION DATE (MM/YY)	
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NAME ON CREDIT CARD _____

CARD HOLDER'S SIGNATURE _____

APPLICANT'S SIGNATURE

DUPLICATE CERTIFICATES WILL BE MAILED TO THE CERTIFICATE HOLDER, NOT TO A SCHOOL DISTRICT OR OTHER THIRD PARTY.

Department of Education & Early Development, Teacher Education and Certification
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