



# 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:

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

**Date(s) of expired certificate:** \_\_\_\_\_

## FEE SCHEDULE

The fee for a duplicate certificate is \$25.00 *per certificate*: **This fee includes the applicant & district copy.** You may pay via the EED Online Payment Center, a cashier's check, or money order. **Personal checks will not be accepted.**

If paid for via the payment center, include the EED Payment receipt with your application.  
 Online Payment Center: <https://education.alaska.gov/TeacherCertification/PaymentCenter>

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

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Duplicate Certificates will be mailed to the certificate holder, not to a school district or other third party.**