


**ALASKA TEACHER CERTIFICATION
NAME/ADDRESS CHANGE**

PERSONAL INFORMATION

LAST NAME	FIRST NAME	M.I.	SOCIAL SECURITY NUMBER
MAILING ADDRESS		CITY	STATE
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.

COPY OF CERTIFICATE(S)

- Send a new certificate(s). The fee for each duplicate certificate is \$25. I am requesting a copy of my:
 - Teaching certificate
 - Administrative certificate
 - Special services certificate

- Do not send a duplicate certificate(s).

FEE SCHEDULE

The fee for a duplicate certificate is \$25.00 *per certificate*: **This fee includes the district copy.** You may pay with a credit card via the EED Online Payment Center, cashier’s check or a money order (payable to EED). **Personal checks will not be accepted.**

If paid for via the payment center (<https://education.alaska.gov/TeacherCertification/PaymentCenter/>), you must include the EED Payment receipt with this form.

Duplicate certificates are mailed to the certificate holder, NOT to a school district or other third party.

You can fax or scan this form and a name change document (if applicable) to the contact information below.

APPLICANT’S SIGNATURE

Department of Education & Early Development, Teacher Education and Certification
801 West 10th Street, Suite 200, PO Box 110500 Juneau, AK 99811-0500
Phone: (907) 465-2831 Fax: (907) 465-2441 tcwebmail@alaska.gov