



NAME/ADDRESS CHANGE

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.

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 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
--------	--	---	---	---

CREDIT CARD NUMBER															EXPIRATION DATE (MM/YY)			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-------------------------	--	--	--

NAME ON CREDIT CARD

CARD HOLDER'S SIGNATURE

FEE SCHEDULE

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
 801 West 10th Street, Suite 200, PO Box 110500 Juneau, AK 99811-0500
 Phone: (907) 465-2831 Fax: (907) 465-2441 tcwebmail@alaska.gov