APPLICATION FOR NAME CHANGE OR DUPLICATE COPY OF CERTIFICATE
Arizona Department Of Education - Certification Unit
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

General Information
This form is used to apply for a name change which will apply to all of your certificates issued by the Certification Unit at the Arizona Department of Education or to request a copy of your certificate.

Step 1:
Complete the application and gather supporting documentation outlined in section 2.

Step 2:
Mail application and materials to: Or Submit in person:
Arizona Department of Education-Teacher Arizona Department of Education
Certification 1535 W. Jefferson
PO Box 6490 Phoenix, Arizona 85007
Phoenix, AZ 85005-6490

Step 3:
The Certification Unit will review your application for completeness, correct fee and proof of name change (if applicable). Once verified, a new printed certificate will be mailed to the address on the application.

SECTION 1: PERSONAL INFORMATION
Please type or print in blue or black ink.

Social Security Number: - - - Date of Birth: / / Gender: □ M / □ F
Full Legal Name: Last: First: Middle: 
Mailing Address: 
City: State: Zip: 
Contact Information: Phone: E-mail Address: 

Ethnicity: (Gender and Ethnicity are requested for federal reporting purposes only)
□ American Indian or Alaskan Native □ Asian or Pacific Islander □ Black or African-American (not Hispanic)
□ Hispanic or Latino □ White (Not Hispanic) □ Other

SECTION 2: SERVICE TYPES ($20)

□ Duplicate copy of my certificate only

□ Name change of my educator file due to my name being legally changed
Submit proof of name change by including a photocopy of one of the following: Marriage License, Driver’s License, Court Order or Divorce Decree, Social Security Card.

FORMER Name: Last: First: Middle: 
NEW Full Legal Name: Last: First: Middle: 

Applicant’s Signature __________________________________________________________________________ Date ______

** REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE. **
4/20/2017
WWW.AZED.GOV/EDUCATOR-CERTIFICATION/
PAGE 1 OF 1