

**Office of Educator Certification**

**PRINT ALL INFORMATION IN BLUE OR BLACK INK!**

**Name/Address Change or Duplicate Request**

**Part 1 – Applicant Information**

Last 4 digits of SSN		-	
Current Last Name		First Name, MI	
Maiden/Previous Last Name(s)			
Telephone Number	Email Address		
Street Address			
City	State	Zip	

**Part 2 –Type of Request**

Upload or Email completed form to [certification@state.sd.us](mailto:certification@state.sd.us)

Request will not be processed until required fee has been submitted.



- This application is available in an online format at [doe.sd.gov](http://doe.sd.gov).
- Paper applications require an **additional \$25 fee**.
- A duplicate certificate costs **\$25. Total fee if requesting a duplicate certificate is \$50.**

- Name update request only.** No fee submitted. Update to applicant file and Teacher 411.
- Address update request only.** No fee submitted. Update to applicant file only.
- Name and address update.** No fee submitted. Update to applicant file and Teacher 411.
- Duplicate request with no changes.** I have submitted **\$50 fee** and have supplied a valid email address for my duplicate PDF certificate to be sent.
- Duplicate request with name update.** I have submitted **\$50 fee** and have supplied a valid email address for my duplicate PDF certificate to be sent. Update to applicant file and Teacher 411.
- Duplicate request with name and address update.** I have submitted **\$50 fee** and have supplied a valid email address for my duplicate PDF certificate to be sent. Update to applicant file and Teacher 411.

Signature of Applicant	Date
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**Email:** [certification@state.sd.us](mailto:certification@state.sd.us)

**Mailing Address:** Department of Education, Certification Office, 800 Governors Drive, Pierre, SD 57501