

**Office of Educator Certification**

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

**Name/Address Change or Duplicate Request**

**Part 1 – Applicant Information**

Name information will print on certificate and show on Teacher 411.

Social Security Number		Was your certificate issued in the past 30 days?	
Current Last Name	First Name	Middle Name	
Maiden/Previous Last Name(s)			
Telephone Number	Email Address		
Street Address			
City	State	Zip	

**Part 2 –Type of Request**

Mail completed form to address below or complete online application to waive paper application fee.  
Request will not be processed until required fee has been submitted.



- Access the Educator Certification Online Application System at [doe.sd.gov/certification](http://doe.sd.gov/certification).
- 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.** I have submitted **\$25 fee**. Update to applicant file and Teacher 411.
- Address update request only.** I have submitted **\$25 fee**. Update to applicant file only.
- Name and address update.** I have submitted **\$25 fee**. 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