

Office of Educator Certification
PRINT ALL INFORMATION IN BLUE OR BLACK INK!

Request to Change an Active Application
(Name, SSN, Address, Certificate Type, Endorsements)

Part 1 – Applicant Information

You must have an active application (has not been processed) to request a change.

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



- This application is intended to make changes to an application **prior to** a certificate being processed by the Department.
- If your application has been processed within the past thirty days and a correction is needed, you should complete the 'Correction to Certificate Issued in Past 30 Days' application which may be accessed through the online application system.
- If your application has been processed and you need to add an endorsement or update an existing certificate you should complete the 'Add Endorsement or Update Existing Certificate' application. This can be accessed through the online application system.
- Specific requirements for endorsements and preparations are available on SD Teacher 411 Educator Lookup.

Part 2 – Type of Request

<input type="checkbox"/> Request an Endorsement. (List the Endorsement(s) you would like to request on your application)	
<input type="checkbox"/> Add/Remove a Certificate Type (List the certificate type to add or remove)	
Signature of Applicant	Date

Email: certification@state.sd.us

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