

Office of Educator Certification

Type all information or use blue or black ink.

Request to Change an Active Application

(Name, 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		Telephone Number	
Last Name	First Name	Middle Name	
Maiden/Previous Last Name(s)			
Email Address			



- This form is intended to make changes to an application *prior to* a certificate being issued.
- If your certificate has been issued:
 - within the past 30 days and a correction is needed, complete the 'Correction to Certificate Issued in Past 30 Days' application.
 - and you need to add an endorsement, complete the 'Add Endorsement or Update Existing Certificate' application.
- The online applications are available at <https://doe.sd.gov/certification/>

Part 2 – Type of Request

Change Requested: (List name, address, certificate type or the endorsement(s) requested)

Applicant Signature	Date
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