



Joy Hofmeister
State Superintendent of Public Instruction
Oklahoma State Department of Education
Teacher Certification Section
(405) 521-3337



FOR OFFICE USE

REQUEST FORM

(Name Change, Address Change, Degree Change, Duplicate Certificate)

Updating certificate information is free of charge. If you request a printed credential, the fee is \$25.00.

Name _____
Last First Middle Maiden

Address _____
Street or Rural Route Number

City State Zip Code
() ()
Daytime Telephone Number Evening Telephone Number

Social Security Number:

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NATURE OF REQUEST

Name Change: Include a copy of your social security card.

Name under which last certificate was issued

Name to be shown on certificate

Address Change: Address will be changed as shown above.

Degree Change: **Enclose official transcripts reflecting the coursework and degree conferral.**

Degree level: _____ Date degree was conferred: _____

University granting degree: _____

Submit \$25.00 processing fee for a certificate to reflect a name change, degree change, or to order a duplicate copy of current certificate.

Duplicate of Certificate

➤ No fee is necessary if requesting address change only.

Check the box that applies.

- Submit \$25.00 processing fee for a certificate to reflect a name change, degree change, or to order a duplicate copy of current certificate.
- I do not want a certificate printed. Changes are for certification record only; therefore, no fee is enclosed.

MAIL TO

Oklahoma State Department of Education
Teacher Certification Section – Room 212
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599