

## Name Change for New York State Department of Education

You may change your name in using your TEACH Online Services account. If you do not have an account, you can register for one by visiting:

<http://www.highered.nysed.gov/tcert/teach/home.html>

Once you have created/ logged in to your TEACH account:

- Click Verify/Update Profile
- click Edit Personal Info
- click the Request Name Change button
- You must mail a copy of the documentation that supports your request. For example, if you request a name change, mail us a copy of your marriage license or divorce decree etc. Mail to:  
Office of Teaching Initiatives, 89 Washington Ave, EB RM 5N, Albany, NY 12234

There is no fee for requesting a name change.

To have a certificate reissued in your new name there is a \$25 fee. You can also apply for the duplicate certificate reflecting your name change through the TEACH Account