01-105REQFRM

OKLAHOMA STATE DEPARTMENT of EDUCATION
JANET BARRESI STATE SUPERINTENDENT of PUBLIC INSTRUCTION

Janet Barresi
State Superintendent of Public Instruction
Oklahoma State Department of Education
Professional Standards 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: ☐☐☐ ☐☐ ☐☐☐☐

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: _____

☐ Duplicate of Certificate

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
Professional Standards Section – Room 212
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599