

INSTRUCTIONS FOR DUPLICATE CERTIFICATE OR NAME CHANGE FORM PDE 338 D

This form is used to request a name change or a duplicate certificate. A nonrefundable Fifteen Dollar (\$15.00) U.S. Money Order, made payable to Commonwealth of Pennsylvania, is required for processing a duplicate certificate. We are unable to accept personal checks or cash. No fee is required for processing a name change. The fee will be retained by the Commonwealth whether or not the transaction results in the issuance of a certificate. Mail this application and fee to the Bureau of Teacher Certification and Preparation, Pennsylvania Department of Education, 333 Market Street, 3rd Floor, Harrisburg, PA 17126-0333.

ALL APPLICANTS

1. Complete PART A **by typing** your Last Name, First Name and Middle Initial.
2. Print your complete address, and enter your Zip Code.
3. Print your former name(s), if applicable, beginning with the most recent.
4. Enter your Social Security Number.
5. Enter your Date of Birth (Month, Day, Year).
6. Print M or F in the correct box for male or female.
7. Enter your telephone numbers (Home and Daytime) in case we need to contact you.

IF REQUESTING A NAME CHANGE:

1. Place an X in the NAME CHANGE box and complete PART B.
2. Enclose any one of the following as proof of name change.
 - Copy of Marriage Certificate.
 - Copy of Court Order attesting to name change.
 - Notarized Statement indicating both old and new name.

A newly generated certificate reflecting your name change will be issued and sent to you.

IF REQUESTING A DUPLICATE CERTIFICATE:

1. Place an X in the DUPLICATE CERTIFICATE box and complete PART C.
2. Print the Year the original Pennsylvania certificate was issued.
3. Print the Area of original certificate (elementary, secondary guidance counselor, etc.).
4. Print the Names, States and Dates of colleges attended, as well as Date and Degree awarded.

If original issuance records are verified, a new certificate will be issued to you reflecting the same dates, types and areas of certification as the original certificate. If issuance records are not located, this office will contact you for additional background information.

NOTE: The Department of Education will not issue a duplicate certificate for Intern or Temporary Teaching Permits after the certificate's expiration date.

STATEMENT OF APPLICANT:

Answer the citizenship question **by printing either a YES or NO in the box provided.**

Answer **ALL** other moral character questions, **by printing either a YES or NO in the boxes provided.** A YES answer does not automatically exclude a person from obtaining a certificate. A response to any question with a YES answer must be accompanied by a letter of explanation and certified court documents.

Sign and date the application. Your signature verifies that all of the information provided is correct and true. Misrepresentation/falsification of any statement or document may result in the revocation of your Pennsylvania certificate.