

Name Change

If your **PINS letter** came to you with a **former last name**, it will still work for the verification of your class lists and BEDS Day reporting. SED recognizes and utilizes the name provided on your **TEACHING CERTIFICATE**. Please take the time to update (**Change**) your name with SED.

Any correction will likely take days (or weeks) to update and it requires that you mail proof of the name change to their office in Albany.

This update is **free** but if you wish for them to issue a new certificate with the correct name there will be \$25 fee.



>Go to the TEACH WEBSITE: <http://www.highered.nysed.gov/tcert/ctname.html>

First time user of the TEACH website- be sure to self register.

>Click Verify/Update Profile

>Click Edit Personal Info

>Click Request Name Change button

>You must mail a copy of documentation that supports your request and an explanation of the request. For example, if you request a name change, mail a copy of your marriage license or divorce decree etc. to : Office of Teaching Initiatives, 89 Washington Ave, EB RM 5N, NY 12234