



**New Jersey Department of Education
Office of Certification and Induction**

Name Change Request Form

In order for your name change request to be processed, this form must be completed in its entirety and emailed, with all required supporting documentation, to CertApplication@doe.nj.gov. Incomplete forms will not be accepted. Due to the proliferation of identity theft, the New Jersey Department of Education (NJDOE) now requires submission of multiple forms of identification which must be scanned and emailed along with this form. Additionally, please [apply online](#) for this name change request and pay the fee of \$20.00.

Submission of Identification Information

The licensee is required to submit *no less than three* types of identification, including the mandatory photocopy/scan of an individual's social security card, on which the licensee's new name must appear. Clear and legible photocopies/scan of the card and papers should be emailed to CertApplication@doe.nj.gov.

Required Identification

All applicants must submit the following:

- **Social Security Card:** A photocopy of the applicant's social security card *must* be submitted as one of three types of identification for the purpose of changing an individual's name. If your card has been lost, a replacement will need to be issued. To request a replacement card, please contact the Social Security Administration at 1-800-772-1213 or visit the [Social Security FAQ](#) webpage. Change requests that do not include a photocopy/scan of the social security card will be rejected.
- **Court Order:** Unless the name change was due to marriage, a Court Order or other legal paperwork showing the official name change *must* be submitted.

Additional Identification

In addition to a copy of your social security card, and the court order if applicable, select two of the following items for submission. These forms of identification may appear in either your former or new name.

Include *two* of the following:

1. Valid Marriage License
2. Certificate of Birth (Raised Seal Copy)
3. New Jersey or Out-of-State Auto Operator License
4. United States Passport (current or expired within 3 years)
5. Adoption Papers
6. Certificate of Citizenship
7. Certificate of Naturalization
8. United States Military Photo ID Card
9. New Jersey Non-Driver Digital ID Card

Candidate Personal Information

Last Four Digits of Social Security Number: ***-**-****

Date of Birth (mm/dd/yyyy):

Tracking Number:

Name Currently on File

In this section, enter the name **currently** on file.

Last Name:

First Name:

Middle Name or Initial:

New Name

Only enter the **new** information in this section. Information submitted should match any other required documentation. Your new name should match what appears on your Social Security Card.

Last Name:

First Name:

Middle Name or Initial:

Contact Information

Phone Number:

Email Address:

Street Address:

City:

State:

Zip Code: