

Alabama State Department of Education
Educator Certification Section



REQUEST FOR CHANGE OF NAME AND/OR ADDRESS
FORM CON

No fee is required for these actions, and a new certificate will not be issued.

- This is to request a **change of address** on my records in the Educator Certification Section.
- This is to request a **change of name** on records in the Educator Certification Section.

NOTE: To initiate the name change, please complete this form and email it to edcertexternalforms@alsde.edu. Be sure to include a copy of your valid driver's license or a valid non-driver identification. The updated name must match your current legal name as it appears on your driver's license or your non-driver identification.

Additionally, you must log in to your AIM Account at [AIMs](#) and update your Extended Demographics if you wish to apply for certification, background clearance, or fee payment. The name in your AIM Account must also match your current legal name as it appears on your valid driver's license or valid non-driver identification.

To CREATE an AIM Account

- Visit [AIMs](#)
- Click the “Need an Account?”
- Complete steps for account creation – [NEED an ACCOUNT](#)
- Locate and complete [Extended Demographics](#)
- See guidelines for ACE below

Already HAVE an AIM Account

- Visit [AIMs](#)
- Log in to your AIM Account
- Once you have logged in to AIM, you will be at the Services Portal ***Do not click on a tile.***
- Locate and complete [Extended Demographics](#)

ALSDE ID:		Email Address:	
Phone Number (Cell):		Phone Number (Home):	
Former Name			
Last Name	First Name	Middle	Maiden
Current Legal Name <small>(as it appears on your valid driver’s license or valid non-driver identification)</small>			
Last Name	First Name	Middle	Maiden

Current Mailing Address			
Street/Apt/P O Box	City	State	Zip

I certify that all information pertaining to this application form is true and correct.

FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NONISSUANCE OF YOUR CERTIFICATE.

_____ Date _____ Signature of Applicant