



# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay (800) 439-2370

## Request for a Name Change / Hard Copy License

Please check all that apply:

- Request for a Name Change  Request for a Hard Copy License

Please complete all areas of this form so that we may process your request in a timely manner. Please type or print.

Current Last Name

Previous Last Name

First Name

MI

Street Address and Apartment Number (if any)

City

State

Zip Code

E-mail Address

Date of Birth (Month/Day/Year)

Social Security Number or MEPID

MA Educator License Number

### For a Name Change:

- Please enclose valid evidence (e.g. copy of marriage license or SS # card) to change the name in your ELAR profile.

### For a Hard Copy License:

- **\$25.00** fee: please enclose a **certified check or money order** payable to the **Commonwealth of Massachusetts**. If you prefer to use **MasterCard or Visa** please use the Office of Educator Licensure Charge Form. Please note that we **do not** accept personal checks.

### Please print out this form and sign below. Please send to:

Massachusetts Department of Elementary and Secondary Education  
Office of Educator Licensure  
75 Pleasant Street  
Malden, MA 02148-4906

Signature (Current Name)

Date

