REQUEST FOR
- DUPLICATE CERTIFICATE,
- STATEMENT OF PROFESSIONAL STANDING, OR
- COMPLETION OF AN OUT OF STATE FORM

TYPE OR PRINT LEGIBLY, USING BLACK INK, WHEN COMPLETING THIS FORM. APPLICATION FORMS ARE NOT ACCEPTED BY FAX OR E-MAIL.

- To request a DUPLICATE CERTIFICATE:
  - If not previously cleared, be fingerprinted for a criminal history background check and cleared by the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI) through the Educator Certification Section. Instructions regarding the fingerprint process may be obtained at [https://www.cogentid.com/al/index_adeNew.htm](https://www.cogentid.com/al/index_adeNew.htm) or by calling (866) 989-9316 (toll free).
  - A nonrefundable fee of $30.00 is required for a duplicate certificate. The fee may be paid by money order or cashier’s check made payable to the Alabama State Department of Education. The fee may also be paid through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at [www.alabamaintersolate.org/education](http://www.alabamaintersolate.org/education) (a $4.00 transaction fee will be applied). Neither personal checks nor cash will be accepted. The cashier’s check, money order, or a copy of the receipt verifying the confirmation number for the online payment must accompany this form.

Certificate(s), Highly Qualified Teacher Status, license(s), and background clearance status may be verified at [https://tcert.alsde.edu/Portal/Public](https://tcert.alsde.edu/Portal/Public).
Please contact the Alabama school system or nonpublic school where you were last employed to determine if your original certificate or license remains on file in that office. A duplicate Substitute License will not be issued.

- To request a STATEMENT OF PROFESSIONAL STANDING:
  - A nonrefundable fee of $30.00 is required for a statement of professional standing. The fee may be paid by money order or cashier’s check made payable to the Alabama State Department of Education. The fee may also be paid through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at [www.alabamaintersolate.org/education](http://www.alabamaintersolate.org/education) (a $4.00 transaction fee will be applied). Neither personal checks nor cash will be accepted. The cashier’s check, money order, or a copy of the receipt verifying the confirmation number for the online payment must accompany this form.

The Statement of Professional Standing will include certificate(s) or license(s) held, valid period(s) and whether any adverse action is being taken or has been taken against your certificate(s) or license(s).

- To request COMPLETION OF AN OUT OF STATE FORM:
  - A nonrefundable fee of $30.00 is required for form completion. The fee may be paid by money order or cashier’s check made payable to the Alabama State Department of Education. The fee may also be paid through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at [www.alabamaintersolate.org/education](http://www.alabamaintersolate.org/education) (a $4.00 transaction fee will be applied). Neither personal checks nor cash will be accepted. The cashier’s check, money order, or a copy of the receipt verifying the confirmation number for the online payment must accompany this form.

The out of state form to be completed must be submitted with this document. Please be certain that the Educator Certificate Section not the college/university in which you completed a State-approved Program should complete this form as all fees are nonrefundable.

ADDRESS TO WHICH THE STATEMENT OF PROFESSIONAL STANDING OR OUT OF STATE FORM IS TO BE MAILED:

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>To the Attention of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City, State, Zip Code</td>
</tr>
</tbody>
</table>

NAME IN WHICH CERTIFICATE WAS ISSUED:

<table>
<thead>
<tr>
<th>Title (e.g., Mr.)</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
<th>Last</th>
<th>Suffix (e.g., Jr.)</th>
</tr>
</thead>
</table>

APPLICANT’S ADDRESS:

<table>
<thead>
<tr>
<th>Street/Apt./P.O. Box/Route and Box</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Telephone</td>
<td>Home Telephone</td>
<td>Work Telephone</td>
<td>E-mail Address</td>
</tr>
<tr>
<td>( )</td>
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<td>( )</td>
<td></td>
</tr>
</tbody>
</table>

Social Security Number  Date of Birth (mm-dd-yyyy)  
- - - -

FORM DUP 4/2017
CERTIFICATE INFORMATION:

<table>
<thead>
<tr>
<th>Teacher Number (if available)</th>
<th>Validity Period of Certificate (if available)</th>
<th>Name of Certificate Held (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 1, _______ to June 30, _______</td>
<td></td>
</tr>
</tbody>
</table>

Name of Certificate Held (if available)  Name of Certificate Held (if available)  Name of Certificate Held (if available)

CITIZENSHIP OR NATIONAL STATUS (Per Alabama Act No. 2011-535, as amended by Alabama Act No. 2012-491)

☐ Yes  ☐ No  I declare that I am a citizen of the United States; OR

☐ Yes  ☐ No  I declare that I am an alien lawfully present in the United States.

I understand that if at any time it is determined by the Alabama State Department of Education that I am not lawfully present in the United States, the Alabama State Department of Education will deny this benefit or will terminate this benefit.

I understand that in accordance with Ala. Code 1975 § 31-13-7 (h) “Any person who knowingly makes a false, fictitious, or fraudulent statement or representation in a declaration executed pursuant to subsection (g) shall be guilty of perjury in the second degree pursuant to Section 13A-10-102.”

CHECK YES OR NO FOR EACH QUESTION BELOW. “YES” responses require an attached explanation and any additional supporting documentation (e.g., court certified copies of judgment, conviction, and sentencing).

READ CAREFULLY

☐ Yes  ☐ No  Have you ever had any adverse action (e.g., warning, reprimand, suspension, revocation, denial, voluntary surrender) taken against a professional certificate, license or permit issued by an agency other than the Alabama State Department of Education?

☐ Yes  ☐ No  Are you currently the subject of an investigation involving a violation of a profession’s laws, rules, standards or Code of Ethics by an agency other than the Alabama State Department of Education?

☐ Yes  ☐ No  Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?

☐ Yes  ☐ No  Have you ever resigned from a position rather than face disciplinary action?

☐ Yes  ☐ No  Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?

☐ Yes  ☐ No  Are you the subject of a pending investigation involving a criminal act?

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

FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN ADVERSE ACTION BEING TAKEN AGAINST YOUR CERTIFICATE.

___________________________________
Date

___________________________________
Signature of Applicant