



Education, Early Learning and Culture

# NAME CHANGE REQUEST FORM

FORM NUMBER NCRF - Eng

You may use this form to request that your name be changed on all official documents issued by the Certification and Standards Section. This would include your name on your Teacher's Certificate, School Board Reports, Statements of Professional standing, Letter of Authority, Temporary Permits to Substitute for a Teacher, Educational Assistant Authorizations as well as your profile in the Teacher Certification Database. We will require a photocopy of an official document to verify this name change. This may include, for example, a copy of a marriage certificate, a divorce decree, a Vital Statistics Certificate of Name Change.

## IDENTIFICATION AND CONTACT INFORMATION

### PREVIOUS NAME:

FIRST	MIDDLE	LAST

### CURRENT ADDRESS:

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### CURRENT E-MAIL ADDRESS:

### TELEPHONE NUMBER:

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### DATE OF BIRTH:

### SOCIAL INSURANCE NUMBER:

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## CERTIFICATION, AUTHORIZATION

### INDICATE THE KIND OF CERTIFICATION OR AUTHORIZATION YOU HOLD:

TEACHER'S CERTIFICATE/ LETTER OF AUTHORITY	TEMPORARY PERMIT TO SUBSTITUTE FOR A TEACHER
EDUCATIONAL ASSISTANT AUTHORIZATION	OTHER

## CHANGE OF NAME YOU ARE REQUESTING

### INDICATE HOW YOUR NEW NAME SHOULD APPEAR ON YOUR OFFICIAL DOCUMENTS

FIRST	MIDDLE	Last

## SUPPORTING DOCUMENTATION YOU ARE PROVIDING

MARRIAGE CERTIFICATE	DIVORCE DECREE	VITAL STATISTICS CERTIFICATE OF NAME CHANGE	OTHER
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## INSTRUCTIONS

Submit this completed form and supporting documentation to: Department of Education, Early Learning & Culture, Certification and Standards Section, Holman Centre, Suite 101, 250 Water Street, Summerside, PE C1N 1B6 or by e-mail to registrar@edu.pe.ca or by fax to 902 438-4062.