

Protocol for Employee Name Changes

Step 1: You must obtain a new social security card from the Social Security Office.

Step 2: Once you have received your new social security card, you will need to send a color copy to Elissa Brown at the Central Office. You may bring it to our office or you can send it via interoffice mail.

***Step 3:** You will need to complete the “REQUEST FOR CHANGE OF NAME” form that is attached. You will mail this directly to Educator Certification. The address is on the form.

At this point there is nothing more you will need to do. We know there are many places it will need changing. We want more than anyone to get it changed everywhere that is needed so that we may have consistency in our records. It will take a few days (especially depending on the time of year) so please be patient with us and we will make sure it is all taken care of. Below is a listing of all places we will make changes:

- Accounts Payable (travel reimbursement)
- Payroll
- Teacher’s Retirement/PEEHIP
- Spark
- Network ID
- School Email
- PowerSchool
- All 3rd party softwares (ex: Renaissance)

****Step 3 only applies to Certified Personnel***

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.

DateSignature of Applicant