

DECLARATION OF NAME CHANGE FORM (41-NC)

Mail to:

STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING
Certification, Assignment and
Waivers Division
Attention: Applications
1900 Capitol Avenue
SACRAMENTO, CALIFORNIA 95811

Commission Use Only

Route To:	
Commission Use Only: Fee Information	
APP	FP
CO Initials	Date

Social Security Number:		Date of Birth: (mm/dd/yyyy)	
Applicant's Full Legal Name:			
All Former/Maiden Name(s):		County of Employment:	
Address:			
City:		State:	Zip:
Home Phone:	Work Phone:		Messg. Phone:
E-mail Address:			

Instructions

To change your name on a credential, certificate, or permit, all of the following must be submitted:

1. A completed, original Declaration of Name Change form (41-NC) must be submitted to the Commission office. This application must include your former name and former signature as well as your new name and new signature.
2. A processing fee of \$27.50. Personal checks, cashier's checks, and money orders are all acceptable forms of payment and should be made payable to the Commission on Teacher Credentialing or CTC. Fees are subject to change.

Declaration

I have changed my name from: _____

to: _____

and hereby request that all records bearing my former name be updated to reflect my new name.

I certify that the foregoing is true and correct under penalty of perjury.

Dated: _____ at: _____
City or Place

Signature, Former Name

Signature, New Name

Important Information

- Once your records have been reviewed by Commission staff, it is possible that your packet may be returned to you for additional fingerprint information. If this happens, you will be required to submit a copy of a LiveScan receipt ([41-LS](#)) verifying you have had your fingerprints taken and have paid the fingerprint processing fees to the LiveScan operator. Out-of-state residents only have the option of submitting two fingerprint cards (FD-258) in lieu of a LiveScan receipt. When submitting fingerprint cards, a fingerprint [processing fee](#) must accompany the returned application.
- If you prefer, you may wait and change your name at the time you renew your credential, certificate or permit, whether online or by mail, instead of submitting this name change form now. To do this by mail, submit a completed application ([form 41-REN](#)) and [renewal application processing fee](#) that shows both your former name and the name that you wish to appear on the online view and print process. There is no additional charge for the name change.
- Effective September 1, 2008, the Commission no longer prints and mails credentials, certificates, and permits, including name changes to existing documents. All credentials, certificates, and permits are available through an online view and print process on the Commission's website at www.ctc.ca.gov