

Northern Nevada Office  
700 E. Fifth Street, Suite 105  
Carson City, NV 89701-5096  
Phone: (775) 687-9115

State of Nevada  
Department of Education  
Office of Teacher Licensing

Southern Nevada Office  
9890 S. Maryland Parkway  
Las Vegas, NV 89183  
Phone: (702) 486-6458

**Request Form**

**Name Change / Address Change / Printed License**

**These transactions will require presentation or copy of photo ID and can be completed by mail or in person.**

| Check all that apply for your request:   |   |  |
|--|---|--|
| <input type="checkbox"/> Name Change   | <input type="checkbox"/> Address Change | <input type="checkbox"/> Printed License*              |
| No Charge  | No Charge                               | \$10.00 fee payable by cashier's check or money order. |
| Submit this form and <u>a copy of a court document, marriage license, or driver's license validating the name change</u> and Photo ID. | Submit this form and Photo ID.          | Submit this form and Photo ID.                         |
| <b><i>*Note: We cannot print expired licenses.</i></b>   |   |  |

SS//License # \_\_\_\_\_ Contact # \_\_\_\_\_ Email \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Maiden Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For office use:**

Name Change Verification:  Marriage License  Driver's License  Other photo identification

Receipt # \_\_\_\_\_ Fee \_\_\_\_\_ Receipt Date \_\_\_\_\_ Tech Initials \_\_\_\_\_ Loc \_\_\_\_\_