

# Application for Duplicate Certificate

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## APPLICATION CHECKLIST

Your application **will be returned to you** unless you complete all the steps listed below.

Check items below to ensure that your application will be processed:

- I attached a Postal Money order for the required, **non-refundable** application fee(s).
  
- I addressed the package to:  
**New York State Education Department  
Office of Teaching Initiatives  
P.O. Box 22064  
Albany, NY 12201**
  
- I signed and dated the affidavit on page 2. (Signature must be original and in ink.)
  
- I completed **all** sections of the application (items 1–11) **after** reading instructions carefully. (All entries must be typed or printed in ink.)
  
- If my certificate is expired, I checked the box in item #9 on page 2.

**Please tear off and retain this checklist for your records.**

# Application for Duplicate Certificate

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## INSTRUCTIONS

- Duplicate certificates can be issued only if the original is lost or destroyed.
- Please submit a **complete** application package, including fees to:  
**New York State Education Department**  
**Office of Teaching Initiatives**  
**P.O. Box 22064**  
**Albany, NY 12201**
- **Do not forward the application package directly to the office of Teaching. This will cause a delay in the processing of the application.**
- Any application section not completed will result in the return of the application.
- Payment is to be made by **MONEY ORDER ONLY**. This is a processing fee and is **non-refundable**. Please make the Money Order payable to: **New York State Education Department**.
- A fee of \$25.00 is required for each certificate area, even if more than one area was listed on the original certificate.
- If you wish to receive an acknowledgement that your application was received, please send return receipt requested (certified). The green postcard returned to you by mail will serve as acknowledgement.

## GENERAL INFORMATION

- The Office of teaching maintains a home page on the Internet's World Wide Web. The internet address to access the home page is: **<http://www.nysed.gov/tcert/homepage.htm>** Information found on the homepage may assist you in completing this application and/or understanding the requirements for other credentials.
- Questions regarding certification not answered by our website may be addressed to New York State Education Department, Office of Teaching, Albany, NY 12234.



**9. EXPIRED CERTIFICATE:**

If the certificate is expired you must check the box

I am aware that this certificate has expired and is no longer valid for service in New York State.

**10. MORAL CHARACTER DETERMINATION**

Mark the appropriate response to the right of each question:

- A. Have you ever resigned from a position rather than face disciplinary action? . . . . . YES  NO
- B. Has any disciplinary action been brought against you which resulted in your being discharged from employment? . . . . . YES  NO
- C. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances? NO MILITARY SERVICE  . . . . . YES  NO
- D. Have you ever been convicted of any crime (felony or misdemeanor)?\* . . . . . YES  NO
- E. Are you now under charges for any crime (felony or misdemeanor)? . . . . . YES  NO
- F. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges? . . . . . YES  NO
- G. Have you ever had a teaching credential revoked, suspended or annulled? . . . . . YES  NO
- H. Have disciplinary proceedings ever been initiated against you pursuant to New York State Education Law Section 3020? . . . . . YES  NO

If you have answered YES to any of the questions above, provide on a separate sheet of paper the specifics or an explanation for the response. If you elect not to provide specifics, however, or if such an explanation is insufficient, a confidential investigation will be initiated. None of the above circumstances represents an automatic bar to teacher certification.

\*Submit official copies of the court record including disposition of the case.

**11. AFFIDAVIT**

Under the penalties of perjury, I declare and affirm that the statements made in the foregoing application, including accompanying statements, are true, complete, and correct.

\_\_\_\_\_  
(Signature of Applicant — in ink)

\_\_\_\_\_  
(Date)