

NAME CHANGE REQUEST

To update your name in the SBEC Online System, and have the change reflected on the 'Official Record of Educator Certificates' online, you must submit a written request via e-mail. You may e-mail your request from the SBEC website, www.sbec.state.tx.us. From the home page select 'E-mail SBEC', and then select the name change option which reads "If your name has changed and you wish the name change to be reflected on your Official Record of Educator Certificate, Click here". Please provide your social security number, date of birth, previous name, and new name in your e-mail.

Please note, ONLY the FIRST and LAST names in our SBEC system need to match your state issued driver's license or state issued ID card in order to be fingerprinted.

There is no charge to request a name change, but if you wish to receive a duplicate of your certificate reflecting the name change, an online application and \$47.00 is required.

If you have any questions or concerns, contact the HR Department at 817-202-2500, ext. 1002 or 1010.