



NEBRASKA

DEPARTMENT OF EDUCATION

In the Know. . .

Duplicate Copy of Certificate

The school where I work has requested a copy of my current certificate, how do I get a copy of it?

You have to submit a request to the Teacher Certification Office for a duplicate copy. There are **two options** for submitting this request:

Option 1:

Submit an online application for a duplicate copy

- **Click on the link,** https://dc2.education.ne.gov/tcertlf/tcert_newapp.dll/
- Enter your social security number – no dashes
- Enter your date of birth
- Click on Login
- Click on “Start a New Application”
- Complete the application – Areas of the application that you are not required to complete: *List work experience, list endorsements, list institutions attended*
- Submit the online application and submit application fee of \$30

An email notification will be sent to you within 2-4 business days with instructions to print the certificate. Look for an email from: **NDETCERTWEB**

301 Centennial Mall South, PO Box 94987, Lincoln, NE 68509-4987

Phone: 402-471-0739, Fax: 402-742-2359,

Website: www.education.ne.gov/tcert

Email: nde.tcertweb@nebraska.gov

Twitter: @nde_tcert

Option 2:

Submit a written request asking for a **copy** of your most **current** certificate; include a current mailing address, your social security number, and a **check** made out to the Nebraska Department of Education in the amount of \$30. Send this information to:

Nebraska Department of Education
Teacher Certification
PO Box 94987
Lincoln, NE 68509

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