

Hawai'i Teacher Standards Board  
650 Iwilei Road, Suite 201  
Honolulu, HI 96817



www.htsb.org  
htsb@hawaii.gov  
808-586-2600

**REQUEST FOR NAME CHANGE**

**INSTRUCTIONS. To change the name on your license you must submit the following as a complete packet to HTSB:**

- Completed HTSB Form LA 5009 - Request for Name Change with your new name and signature/date.
- Copy of your social security card showing your new name.
- If you are a Hawaii DOE employee and have officially changed your name with the DOE only submit this application.

NOTE: Requests without supporting documentation cannot be processed.

**SECTION 1. PERSONAL INFORMATION**

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

OLD Last Name \_\_\_\_\_      OLD First Name/Middle Name \_\_\_\_\_

**CHANGE TO:**

NEW Last Name \_\_\_\_\_      NEW First Name/ Middle Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ OR Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Current School Location \_\_\_\_\_

**SECTION 2. PROFESSIONAL FITNESS. Since the issuance of your current teaching license or permit:**

- YES  NO Have you ever had a professional license or professional certificate sanctioned or disciplined by receiving a letter of censure, warning, reprimand, fine, probation or any other restriction or special condition?
- YES  NO Have you ever been denied a professional license or certificate even if the certificate or license was later issued with conditions or limitations?
- YES  NO Have you ever had a professional license or certificate suspended or revoked?
- YES  NO Have you ever surrendered or relinquished a professional license or certificate during or following an investigation into allegations of misconduct?
- YES  NO Do you have any current investigative or disciplinary action pending against a professional license or certificate or against an application for a professional license or certificate?
- YES  NO Have you ever been dismissed or resigned employment during or following an investigation into allegations of misconduct?
- YES  NO Have you been convicted or pled "nolo contendere" (no contest) to a felony or misdemeanor?

If you answered "yes" to any of the above questions, additional documentation will be requested by letter after review of your application.

**SECTION 3. STATEMENT OF AFFIRMATION**

I certify that the statements contained in this application are true and correct. I understand that misrepresentation or falsification is grounds for Board refusal to deny my license or impose other disciplinary sanctions.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

Information on application is subject to release pursuant to the Freedom of Information Act. Once submitted, applications and supporting documentation become the property of the Hawai'i Teacher Standards Board and cannot be returned.