

## SBEC Name Change Process

Educator logs into his/her SBEC account at [www.sbec.state.tx.us](http://www.sbec.state.tx.us).

A Username and Password is required.

The first page that comes up will provide the name on file and this statement:

If your name is incorrect please email SBEC to submit a name change on your profile. The way your first, middle, and last name appear in your profile is how your certificate will read. **Your name must appear exactly as it appears on your valid state ID.**

To submit a name change, please email the following to SBEC:

- Your SSN or TEA ID number
- Your name as it is currently displayed in your profile
- The way you would like it to appear on your certificate

After you have received an email from SBEC confirming that your name change is complete, then you can apply for an updated certificate with your name change.