



# Request for Initial Certification Fee Waiver – Family Income

Arizona Department of Education – Certification Unit

## General Information

Pursuant to A.R.S. § 41-1080.01, first-time applicants may qualify for a waiver of certification fees if their family income does not exceed 200% of the current federal poverty guidelines. This form may be used to request a Certification fee waiver if you are a first-time applicant and meet the family income criteria; you may view the current federal poverty guidelines [here](#).

### Important:

- The family income fee waiver is only provided to **first time applicants**. If you have already received an Arizona certificate you will need to submit the applicable fees for the requested service(s).
- This form should be mailed into the Arizona Department of Education, Certification Unit not more than three months **before** you apply for an initial educator certificate. If your request is approved, you will receive an approval letter that should be submitted with your Application for Certification.
- If your request is approved, you will need to apply for initial certification via mail or at the Certification Customer Service Counter.

## Instructions

**Step 1:** Complete the “Request for Initial Certification Fee Waiver” on the next page of this form.

**Step 2:** Prepare photocopies of appropriate documentation showing you meet the criteria for an initial certification fee waiver as indicated below.

- If you filed a federal tax return for the most recent year, submit appropriate documentation as indicated for your filing status.
  - Single or Married Filing Jointly: Submit a copy of your most recent tax return.
  - Married Filing Separately and not legally separated: Submit a copy of your most recent tax return **and** your spouse’s tax return.
  - Married and legally separated: Submit a copy of your tax return and a copy of the court order.
- If you had income, but did not file a federal tax return, submit appropriate documentation as indicated below.
  - Single: A copy of your most recent W2 and/or 1099.
  - Married and not legally separated: A copy of both your and your spouse’s W2 and/or 1099.
  - Married and legally separated: A copy of your most recent W2 and/or 1099 and a copy of the court order.

**Step 3:** Mail in the completed form and supporting documents to the Arizona Department of Education, Certification Unit at the address below no more than three months before you will apply for initial certification.

Arizona Department of Education – Certification Unit  
PO Box 6490  
Phoenix, AZ 85005-6490

**Step 4:** The Certification Unit will mail you a letter to notify you if your request has been granted or denied, or if additional information is needed. Please allow up to four weeks for processing.

**Step 5:** If your request is approved, please submit a copy of the approval letter with a completed **paper** [Application for Certification](#) and supporting documents. Please note an application with a fee waiver may not be submitted through the AZEDCert online portal at this time.



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Arizona Department of Education – Certification Unit

## Section 1: Personal Information

Social Security Number: \_\_\_\_\_

Full Legal Name: Last: \_\_\_\_\_ First: \_\_\_\_\_

Former Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Section 2: Marital/Filing Status

1. What is your marital status?

☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

2. Have you filed federal tax returns? ☐ Yes ☐ No

**If “Yes”, please answer questions 3 and 4. If “No” skip to Section 3.**

3. What was the most recent year you filed tax returns?

4. What is your federal income tax filing status?

☐ Single ☐ Married ☐ Married Filing Separately ☐ Head of Household

☐ Qualified Widow

## Section 3: Income Information

Total Annual Income \_\_\_\_\_ Family Size: \_\_\_\_\_

Documents submitted with Waiver Request form

☐ Applicant's Federal Tax Return ☐ Applicant's W2 ☐ Applicant's 1099

☐ Spouse's Federal Tax Return ☐ Spouse's W2 ☐ Spouse's 1099

## Section 4: Signature

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date