



Request for Initial Certification Fee Waiver – Military Eligibility

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 if the applicant is an active-duty military service member's spouse **-OR-** an honorably discharged veteran who has been discharged not more than two years before application.

Important:

- The military eligibility 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 **before** you apply for an initial teaching certificate. You will be notified via mail if you are approved for the fee waiver.
- If approved for a fee waiver, you will need to apply for initial certification via mail or at the Certification Customer Service Counter.

Instructions

This form should be submitted before you apply for certification.

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

Step 2: Mail in the completed form with one of the following:

- **Military Spouse.** If you are a military spouse, submit a copy of the Active-Duty Service Member's DEERS Record.
- **Honorably Discharged Veteran:** If you are a veteran who has been honorably discharged not more than two years before application, submit a copy of your DD-214.

Step 3: Mail in the completed form and supporting document(s) 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 ADE Certification Unit will send 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 approved, submit a copy of the approval letter with a completed paper [Application for Certification](#) and supporting documents. Please note that we are unable to process an application with a fee waiver through the online portal at this time. The application and fee waiver approval letter must be mailed into the ADE Certification Unit or submitted at the Certification Customer Service Desk.



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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: Military Eligibility Option

Please check the option that qualifies you for a waiver of initial certification fees.

- ☐ **Military Spouse.** My spouse is an active-duty service member. I am submitting a copy of my spouse's DEERS record.
- ☐ **Retired Veteran.** I have been honorably discharged from the military not more than two years before application. I am submitting a copy of my DD-214.

Section 3: 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