

Arizona Department of Education Tucson Office

The Tucson office is located at 400 N. Congress Street, Room 223 (second floor). Typically, the Tucson office only lists a month or two in advance of when they are open which is always on a Wednesday. Below is a link to the Tucson office so you have the most current schedule:

<http://www.azed.gov/educator-certification/2012/11/29/tucson-certification-office-new-temporary-office-hours/>

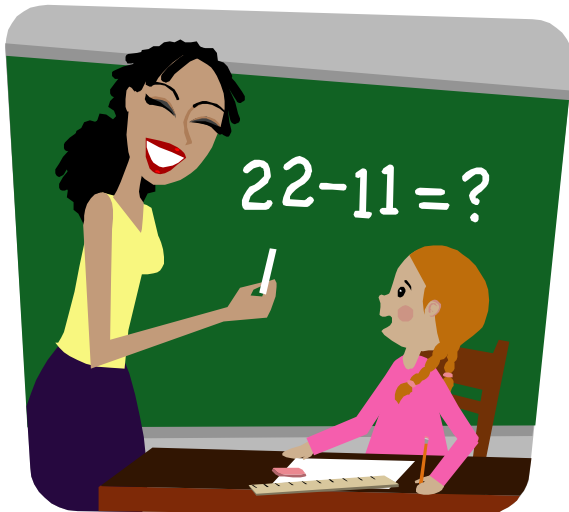
The Tucson office **only** provides same-day service. All other services must be sent to the Phoenix Certification Office. **Cash or credit cards are NOT accepted** – only personal check, money order, or cashier's check payable to ADE.

Same-day services include:

- Certificate renewals
- Certificate conversions
- Substitute certificates
- Duplicate certificate copies
- Name change
- Certificate extensions
- Deficiency removal
- Institution recommended (IR) certificate
- Address change

If you have any questions, please call the ADE Office at (602) 542-4367.

Expiration Dates for Fingerprint Card and Teaching Certificate



Do you know when your fingerprint card or teaching certificate will expire? Do you know that you can look up your expiration dates in Employee Self Service (ESS) under Certification?

ESS will only display the type of certificate. Your endorsement will not be displayed.

If you were recently fingerprinted and have received your new IVP card, please send Elizabeth Denneau a copy for your personnel file. If you have any certification questions please contact Human Resources at 696-8822.