

## Address Changes

Administrators **must report** any change of mailing address within thirty (30) days\* to the ACS by phone to (916) 653-9300, by email to [AdminCertInfo@dss.ca.gov](mailto:AdminCertInfo@dss.ca.gov), or by mail to:

CDSS- ACS  
744 "P" Street, MS 9-17-47  
Sacramento, CA 95814

Whether phoning or mailing the information, please provide your name, phone number, certificate number, prior address and new address.

Please note that administrator certificates mailed to incorrect addresses will be subjected to a \$25 certificate replacement fee (see "Replacement Certificates" below).

## Name Changes

Name changes must be submitted to ACS in writing. This submission must include **two** pieces of identification (such as a driver's license, birth certificate, etc) and a copy of legal documentation showing the change (such as a marriage certificate, court order, or driver's license).

## Replacement Certificates

Replacement Administrator Certificates are only for **current** administrator certificates. To obtain a replacement certificate as a result of a name change or for any other reason, submit the request, including your certificate number, with a check or money order for \$25 payable to the California Department of Social Services, to

CDSS - ACS  
744 P Street, MS 9-17-47  
Sacramento, CA 95814

\* See California Code of Regulations section 84064.3(h) (GH), 87064.3(h) (STRTP), 85064.3(h) (ARF), or 87407(j) (RCFE).