

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, or by mail to:

CDSS- ACS
744 "P" Street, MS 9-14-47
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 and include a copy of legal documentation showing the change (such as a marriage certificate, court order, or driver's license).

Replacement Certificates

To obtain a replacement certificate as a result of a name change or for any other reason, submit the request with a check or money order for \$25 payable to the California Department of Social Services, to

CDSS- ACS
744 "P" Street, MS 9-14-47
Sacramento, CA 95814

* See California Code of Regulations section [84064.3\(h\)](#) (GH), [85064.3\(h\)](#) (ARF), or [87407\(j\)](#) (RCFE)