



### Licensure Request

To request action on your Virginia teacher’s license, please complete the information below and return it to the Human Resources Office.

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ Date: \_\_\_\_\_

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

School/Location: \_\_\_\_\_ Content: \_\_\_\_\_

**Licensure Request Type (Check those that apply)**

\_\_\_\_ First Time License Application (\$100 or \$150)

List Endorsement(s) Seeking: \_\_\_\_\_

\_\_\_\_ Add a Degree to License: (\$25) \_\_\_\_ Master’s \_\_\_\_ Educational Specialist \_\_\_\_ Doctorate

\_\_\_\_ Add endorsement to a **10-year license** on the License: (\$50 for each endorsement)

List Endorsement(s) Seeking: \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

**\*\*\*To obtain a copy of your license or requirement letter/evaluation, register for an eGOV account and retrieve the document(s) electronically. [Access eGOV via the VDOE Licensure website](#) \*\*\***

**The following actions require no fee:**

\_\_\_\_ Name Change (New Name) \_\_\_\_\_

\_\_\_\_ Address Change (New Address) \_\_\_\_\_

\_\_\_\_ Change Statement of Eligibility or Provisional to Ten-Year License **(a license application is required)**

\_\_\_\_ Update Pay to Master’s Degree \_\_\_\_ Update Pay to Master’s +30 **(transcripts with conferred degree required)**

All requests for action on licenses that require a fee must be accompanied by a check, certified check, cashier’s check, or money order. **Make check or money order payable to the: Treasurer of Virginia.** You may also use the **“Pay Now”** feature on the [VDOE website](#) and provide the receipt.

Enclosed amount \$ \_\_\_\_\_ Check/Money Order # \_\_\_\_\_ VDOE Pay Now receipt # \_\_\_\_\_

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