



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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