

Newport News Public Schools
Human Resources Department
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 (Check those that apply)

_____ Initial/Provisional License (\$100 or \$150)

List Endorsement(s) Seeking: _____

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

_____ Add endorsement to a **renewable license** on the License: (\$50 for each endorsement)

List Endorsement(s) Seeking: _____

_____ Request Duplicate Copy of Active License: (\$25)

_____ Name Change (\$25) From: _____
To: _____

The following actions require no fee:

_____ Name Change Only

_____ Address Change Only

_____ Add endorsement(s) based on an initial evaluation completed within the last three years
(Must include a copy of completed evaluation)

_____ Change Statement of Eligibility or Provisional to Ten-Year License **(a license application is 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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