

**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/Evaluate for an additional endorsement on 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 upon 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

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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