

July 2013



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF EDUCATION

P. O. BOX 2120  
RICHMOND, VA 23218-2120

### **REQUEST FOR DUPLICATE LICENSE (Active Licenses Only)**

To receive a copy of your active teacher's license, send a written request along with the \$25 duplicate license fee to our office. A duplicate copy of an expired license will **not** be issued. For identification purposes, please indicate either your active license number or social security so we can locate the correct file. Make checks payable to the Treasurer of Virginia.

**Please note** that if a full, renewable, Virginia license has expired, we require that the current [Application for License Renewal](#) be completed and submitted (including documentation of renewal points earned). The \$25 renewal fee is required.

Mail request to:  
Virginia Department of Education  
Licensure Office  
P.O. Box 2120  
Richmond, Virginia 23218-2120