



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND 23218-2120

Requesting a Name Change

If you are currently employed in a Virginia school division, you should work through your local human resources office to submit your name change to the Department of Education. There is a \$25 fee for a duplicate license showing the new name. Make checks payable to the Treasurer of Virginia.

If you are not currently employed, you may submit the name change request in writing to the address shown below. For identification purposes, please include either your license number or social security number so we can locate the correct file.

Virginia Department of Education
Licensure Office
P.O. Box 2120
Richmond, Virginia 23218-2120

Requesting a Duplicate License

To receive a duplicate copy of your teacher's license, send a written request along with the \$25 duplicate license fee to our office. For identification purposes, please include your full name and either your license number or social security number so we can locate the correct file. Make checks payable to the Treasurer of Virginia. Mail to:

Virginia Department of Education
Licensure Office
P.O. Box 2120
Richmond, Virginia 23218-2120