



219 North Main Street | Suite 402 | Barre, VT 05641  
(p) 802-479-1700 | (f) 802-479-4313

## MEMORANDUM

TO: Educators  
FROM: Office of Educator Licensing  
SUBJECT: Formal License Request

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*A formal license is not required to verify licensure. A formal license is a printed copy of your license for your records or display. All license details are available to view and print through your online account.*

*Video Tutorials...*

[Register and create an account in the Online Licensing System](#)

[Print your Educator License Details](#)

E-mail address: [aoe.licensinginfo@vermont.gov](mailto:aoe.licensinginfo@vermont.gov)

Phone: 802-479-1700

Mailing Address:

Vermont Agency of Education

Licensing Office

219 North Main St. Suite 402

Barre, VT 05641



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## Formal License / Copy Request

To: Vermont Agency of Education - Licensing Office

Date: \_\_\_\_\_

**PRINT CLEARLY OR TYPE YOUR REQUEST. ILLEGIBLE FORMS WILL NOT BE PROCESSED. INCLUDE A CHECK FOR \$10.00 PER REQUEST, MADE OUT TO THE VERMONT AGENCY OF EDUCATION.**

**First Name on file:** \_\_\_\_\_

**Last Name on file:** \_\_\_\_\_

**Last four digits of Social Security # XXX-XX- \_\_\_\_\_**

*(Changes cannot be made without this number)*

**Mailing Address:**

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**I request a formal license be mailed to me at the address listed above for the following license(s):**

- Temporary License (Emergency, Provisional, or Apprenticeship)
- Level I License
- Level II License
- Retired License

**I request a copy of the following information contained in my educator file:**

- Official Transcripts
- Application Packet
- Communication(s)
- Portfolio
- Professional Development materials
- Other

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_