

## Authorization to Release License Verification Information

The AUTHORIZATION TO RELEASE LICENSE VERIFICATION INFORMATION form may be used when any entity is requesting license verification.

License verification details cannot be forwarded to any other Agency without this form. There is no charge for license verification.

If you would like to instead print your license details as proof of licensure, [please see our tutorial](#).

### **You must complete the following steps:**

1. Complete this form.
2. Send the original completed form to the Vermont Agency of Education.
  - By email: [aoe.licensinginfo@vermont.gov](mailto:aoe.licensinginfo@vermont.gov)
  - Or mail to:  
The Vermont Agency of Education  
1 National Life Drive, Davis 5  
Montpelier, VT 05620

**AUTHORIZATION TO RELEASE  
LICENSE VERIFICATION INFORMATION  
FROM THE VERMONT AGENCY OF EDUCATION**

I, \_\_\_\_\_, Social Security # \_\_\_\_\_  
(Print name)

hereby authorize the Vermont Agency of Education to release my license details to the following agency: \_\_\_\_\_

Physical mail address:

\_\_\_\_\_  
\_\_\_\_\_

OR

Email address: \_\_\_\_\_  
\_\_\_\_\_

Please provide any former names: \_\_\_\_\_

I understand that the following information will be included in the verification:

1. My name
2. License type
3. License endorsement code
4. Instructional level
5. Issued date of license
6. Expiration date of license

\_\_\_\_\_  
Educator's Signature

\_\_\_\_\_  
Date