

HOW TO REQUEST A DUPLICATE COPY OF YOUR LICENSE

To obtain a duplicate copy of your current District of Columbia educator's license, please send a letter along with \$20 in the form of a money order or cashier's check to our office officially requesting the issuance a duplicate license. Please include in the letter the following information:

1. Your First and Last Name (please include name(s) used at the time your license was issued); and,
2. Your current mailing address; and,
3. Your Social Security Number (for identification purposes); and,
4. Your Date of Birth; and,
5. The name of the subject area(s) of the duplicate license(s) you are requesting

Please make your \$20.00 processing fee payment payable to: D.C. Treasurer. **Please be reminded that personal checks and cash are not accepted.**

To obtain an official statement of verification for a previously issued and/or expired license, please send a written request which includes the information listed above. There is no charge for this service because we do not issue or reproduce an actual license/certificate for expired license(s).

All requests for duplicate licenses and/or verifications have a two-week processing timeframe.

Forward your request to:

OSSE – Dept. of Elementary and Secondary Education
Office of Educator Licensure & Accreditation
810 First Street NE, 5th Floor
Washington, DC 20002