

# Verify New York State Licensure (Certification)

The University of the State of New York  
The State Education Department  
Office of the Professions  
Division of Professional Licensing Services

A **Certification** of licensure is an official written statement of the basis of licensure in New York State, including such items as professional school attended and professional examination results which may be required for licensure in another jurisdiction. This also includes national credentialing organizations (CGFNS, FCCPT, NCEES, NCARB etc.). **Please Note: This statement will only be issued at the request of the licensee. In New York State, a certification is used to verify a New York State license for the purposes of endorsement to another state. Many states use the word 'Verification' for this document.**

## Instructions

\$20	CL
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Complete this form. Enclose the \$20 fee and submit this form with with any accompanying documents (such as another jurisdictions' forms) to the Office of the Professions at the address at the end of the form. Do not send cash. Make check or money order payable to the New York State Education Department. We cannot accept payment by Credit Card. A separate request form and fee must be submitted for **each** certification requested. **Please note:** Payment submitted from outside the United States must be made by check or draft on a United States bank and in United States currency; payments submitted in any other form will not be accepted and will be returned.

## 1. Licensee Information

Social Security Number <i>(Leave this blank if you do not have a U.S. Social Security Number)</i>	Birth Date	Month	Day	Year	
Print Name Last					
First					
Middle					Telephone/Email Address
Mailing Address <i>(You must notify the Department promptly of any address or name changes)</i>					Daytime Phone
Line 1					Area Code
Line 2					Phone
Line 3					Email Address (please print clearly)
City					
State		ZIP Code			
Country/ Province					
Profession					License Number
Name originally licensed under (If different than above)					

## 2. Name and Address to which certification is to be sent

Name					
Organization					
Address					
City	State	ZIP Code			

## 3. Licensee Signature

Licensee's Signature	Date
Print Name	

You can view an official online **verification** of any New York State professional license **at no cost** by using our online verification of licensure service available at [www.op.nysed.gov](http://www.op.nysed.gov). To request an official written statement contact the Certification and Verification Unit by email at [OPRAU@nysed.gov](mailto:OPRAU@nysed.gov) or by phone at 518-474-3817 Ext. 1-390. There is an additional fee per request.

**Mail this form and fee to: New York State Education Department, Office of the Professions, Certification and Verification Unit, 89 Washington Avenue, Albany, NY 12234. DO NOT SEND CASH. Make check or money order payable to the New York State Education Department.**