

Minnesota Educator Voluntary Surrender Application

Application General Information and Checklist

General Information: [Minnesota Rule 8710.0700](#) allows Minnesota Tier 3 and Tier 4 license holders the ability to voluntarily surrender licenses granted by the Minnesota Professional Educator Licensing and Standards Board (PELSB). All licenses that are voluntarily surrendered will be processed on July 1 for all applications received by December 31 of the previous year. Any applications received after December 31 will be processed on July 1 of the following year. For example, applications received on January 15, 2022 will be processed on July 1, 2023.

Please note: If you are surrendering a license field in the same year that you are renewing another licensure field or fields, all licensure fields, included the licensure field being surrendered, must be renewed. PELSB is only able to surrender valid, non-expired licensees. Please contact [PELSB](#) if you have any questions about the voluntary surrender process.

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING TO BE CONSIDERED

Review and check the below list to ensure you have completed the required paperwork and included all required materials for submission. All applications must include Sections 1, 2, and 3.

- Application processing fee in the form of a check or money order made payable to “PELSB.”**
 - An application fee of \$57.00 (fingerprint card is not required) is included with the complete application.
- Completed application, signed, dated, and including Sections 1-2.**
 - **Home Address:** Your home address remains private if a designated address is supplied. If there is no designated address, the home address does not remain private after a license is issued.
 - **Designated Address:** Your designated address may be a residence, PO Box, or place of business. Please note that the address you designate on this form does not remain private after a license is issued.
 - Enter the specific name of any licensure field(s) that are you requesting to be voluntarily surrendered.
- Section 3: Verification of School District or Charter School Notification**
 - This form has been completed, signed and dated by the authorized Minnesota public or charter school administrator or representative.

PARTIAL OR INCOMPLETE APPLICATIONS WILL BE RETURNED

Instructions for the Voluntary Surrender of a Minnesota Educator License Application

It is the applicant's responsibility to submit the required items in ONE complete packet to PELSB. To ensure the submission of a complete packet, review and follow the instructions below.

A check or money order payable to "PELSB" must be included. **This is a non-refundable processing fee.**

- Minnesota License Holder Application Fee: \$57.00 (does not require a fingerprint card.)

Mailing Address	Telephone Number	Web Address	Email Address
PELSB 1021 Bandana Blvd. East, Suite 222 Saint Paul, MN 55108-5111	651-539-4200	https://mn.gov/pelsb/	pelsb@state.mn.us

[Minnesota Rule 8710.0700](https://www.revisor.mn.gov/rules/8710.0700/) (<https://www.revisor.mn.gov/rules/8710.0700/>)

Important Information

- This application is for voluntarily surrendering an existing Minnesota licensure field(s) only.
- **Please note:** If you are surrendering a license field in the same year that you are renewing another licensure field or fields, all licensure fields, included the licensure field being surrendered, must be renewed. PELSB is only able to surrender valid, non-expired licensees. Please contact [PELSB](#) if you have any questions about the voluntary surrender process.

Voluntary Surrender Dates

- All applications submitted by December 31 will be processed on the following July 1.
- Applications submitted after December 31 will be processed July 1 of the following year (for example, applications received on January 15, 2022, will be processed on July 1, 2023).

Voluntary Surrender Prohibitions

Voluntary surrenders are prohibited under the following circumstances:

- The employing school board has begun proceedings to terminate the applicant's continuing contract.
- The Minnesota Professional Educator Licensing and Standards Board has begun proceedings to suspend or revoke the license the applicant has requested to be surrendered.
- Any educational agency or board has begun proceedings that could alter the status of the license being surrendered.

Who can reapply for the previously surrendered license?

- A person who has surrendered a Minnesota license may apply for first professional licensure in the surrendered field under the following conditions:
- A current licensure rule exists for the previously surrendered licensure field or subject.
- The person meets the standards and PELSB rules in effect at the time of application.
- The nonrefundable processing fee accompanies the first the first professional licensure application.

Section 1: Applicant Information

- Name: Provide your legal name as it appears on your social security card. If you are adding a new licensure field to an existing Minnesota license AND you have a NAME CHANGE, please go to the [online licensing system](#) to change your name.

- Social Security or Individual Taxpayer Identification Number: [Minnesota Statute 270C.72, Subdivision 4](#) requires all agencies that issue licenses to collect social security (SSN) or individual taxpayer identification (ITIN) numbers as part of the application. Your application will be deemed incomplete if not provided. If you do not have a social security number or ITIN, check the box in this section.
- Email: It is important to provide an email address that you have access to throughout the year. Important information will be sent to this email address, including instructions on how to print the e-license, if applicable.
- **Home Address: Your home address remains private if you enter a separate designated address. If there is no designated address, the home address does not remain private after the license is issued.**
- **Designated Address: Your designated address may be a residence or place of business. Please note that the address you designate on this form does not remain private after a license is issued.**
- Ethnicity/Race: This section is optional and will not affect the decision of the application. You may choose more than one option.

Section 2: Licensure Field

- Be sure to include the name of the licensure field or fields that you are requesting to voluntarily surrender. If you are unsure of what the name of the licensure field is, please go to [License Lookup](#) to view your current license.
- Please sign this section to verify that you are voluntarily surrendering the licensure field indicated.

Section 3: Verification of School District or Charter School Notification

- This form must be signed and dated by an authorized Minnesota public or charter school administrator or representative.

Section 4: For State Use Only

Privacy Statement:

The data you provide on an application for Minnesota education licensure will be used by Minnesota Professional Educator Licensing and Standards Board to assess your qualifications for licensure. You are not legally required to provide this data. However, if you fail to provide information, PELSB may be unable to process your license application. Until licensure is granted, the information you provide on the application is private data, accessible to only you, PELSB, its staff, and/or staff of the Attorney General's Office representing PELSB. Your application and all submitted application materials, except your Social Security number, become public data if licensure is granted, according to [Minnesota Statute 13.41, Subdivision 5](#).

Under [Minnesota Statute 270C.72](#), PELSB is required to provide your Social Security number to the Minnesota Commissioner of Revenue. This information may be used to deny the issuance and renewal of your license or to revoke your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest. PELSB will provide only your Social Security number to the Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to share this information to the Internal Revenue Service. Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

When working with required data reporting from Minnesota public school districts, PELSB will use your private or confidential data only for purposes of confirming unique identity. PELSB staff having access to this data are only those working directly with licensing or the data reporting systems.

Application for a Voluntary License Surrender

General Information and Instructions: a partial or incomplete application packet will be returned to the applicant for completion and resubmission. To ensure the submission of a complete packet, review and follow the instructions and checklist.

If you have questions, call 651-539-4200, go to the [website](https://mn.gov/pelsb/) at <https://mn.gov/pelsb/>, or send an [email](mailto:pelsb@state.mn.us) to pelsb@state.mn.us.

A check or money order payable to "PELSB" must be included. **This is a non-refundable processing fee.**

- Existing License Holders Application Fee: \$57.00 (does not require a fingerprint card).

Section 1: Applicant Information				
MINNESOTA FILE FOLDER NUMBER	Enter your MN File Folder Number.	REGISTER NUMBER (for state use only)		
Last Name	First Name	Middle Name	Previous Name	
Social Security Number/ITIN (required) <input type="checkbox"/> Check here if you do not have a SSN/ITIN		Birthdate: mm/dd/yyyy	Gender (optional) <input type="radio"/> Male <input type="radio"/> Female	
Contact Information:	Daytime Telephone Number	Email Address (PELSB communications will be sent to this email address.)		
Home Address:	Street	City	State	ZIP Code
Designated Address:	Street	City	State	ZIP Code
Ethnicity/Race (optional; choose all that apply) <input type="radio"/> Alaskan Native/American Indian <input type="radio"/> Asian <input type="radio"/> Black/African American <input type="radio"/> Native Hawaiian/Pacific Islander <input type="radio"/> Hispanic/Latino <input type="radio"/> White				

Section 2: License Identification	
Enter the name of the LICENSURE FIELD(S) you are requesting to voluntarily surrender:	
I certify the foregoing information is true and correct.	
Signature of Applicant	Date

Section 3: Verification of School District or Charter School Notification

THIS SECTION IS TO BE COMPLETED BY THE AUTHORIZED MINNESOTA SCHOOL DISTRICT OR CHARTER SCHOOL ADMINISTRATOR OR REPRESENTATIVE.

I hereby verify that I have been notified of this request for voluntary surrender of an educator license and that no proceedings to terminate the continuing contract of the applicant have been commenced by the local school board.

Name of District or Charter School		Six-Digit District Number (XXXX-XX)	
Printed Name of Authorized Official		Title	
Signature of Authorized Official	Date	Ten-Digit Telephone Number	

Section 4: FOR STATE USE ONLY

THIS SECTION IS TO BE COMPLETED BY THE PROFESSIONAL EDUCATOR AND STANDARDS BOARD REPRESENTATIVE.

I hereby verify that no proceedings to suspend or revoke the license(s) held by the applicant have been commenced by the Minnesota Professional Educator Licensing and Standards Board.

Signature of PELSB Representative	Date
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