



Human Resource Services  
Certification

1701 Prudential Drive | Jacksonville, FL 32207  
904.390.2376 | Fax 904.390.2365  
www.duvalschools.org

## DCPS PAYROLL DEDUCTION AUTHORIZATION

**\*\*PAYROLL DEDUCTION IS NOT AVAILABLE FOR TEACHERS EMPLOYED BY CHARTER SCHOOLS\*\***

**THIS FORM MUST BE COMPLETED TO REQUEST DUPLICATE CERTIFICATES AND/OR RENEWALS AND/OR ADDITIONS TO YOUR FLORIDA EDUCATOR CERTIFICATE.**

**IT MUST BE SIGNED AND YOU MUST UPLOAD THE SCANNED SIGNED DOCUMENTATION TO YOUR APPLICATION WITH THE FLORIDA DEPARTMENT OF EDUCATION (FLDOE).**

**TODAY'S DATE:** \_\_\_\_\_

**EMPLOYEE NAME (Please Print):** \_\_\_\_\_

**EMPLOYEE PERSONNEL NUMBER:** \_\_\_\_\_

**SCHOOL NAME/NUMBER:** \_\_\_\_\_

___ RENEWAL FEE	\$75.00
___ RENEWAL FEE + LATE FEE (when application is submitted after 06/30)	\$105.00
___ SUBJECT/ENDORSEMENT ADDITION FEE	\$75.00
___ DUPLICATE CERTIFICATE FEE	\$20.00
___ CERTIFICATE NAME CHANGE FEE (when completed separately from renewal)	\$20.00

I hereby authorize the School Board of Duval County to deduct the appropriate amount from my pay for the application fee for a duplicate certificate and/or to renew and/or add a subject/endorsement to my Florida Educator Certificate.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date