

**Memorandum**

From: Rank/Name, USN/USNR, (DESIG/NEC)

To: Commander Navy Personnel Command  
ATTN: PERS-22

Subj: REQUEST FOR MILITARY SPOUSE LICENSURE REIMBURSEMENT

Ref: (a) MILPERSMAN 1754-040

1. Respectfully request reimbursement for my spouse's licensure or certification costs per reference (a).
2. I verify my spouse was employed as a (profession) at my last permanent duty station in State/jurisdiction and was required by the state to maintain a license or certification for that employment. Upon permanent change of station orders to my new PDS in my new state of State/jurisdiction, my spouse relocated to my new PDS and my spouse was required to obtain a new license or certificate to secure employment as a/an (profession).
3. I request cost reimbursement of \$ for license or certificate fees.
4. To certify this request, I have included:
  - a. Digitally filled out and signed Optional Form 1164 (voucher);
  - b. Copy of current PCS orders;
  - c. Copy of the old license/certificate from the previous state/jurisdiction (or proof of employment in that profession if a license/certificate was not required in the previous State/jurisdiction);
  - d. Copy of the new license/certificate issued by the new state/jurisdiction;
  - e. Copy of the receipts for all fees and costs for the amount claimed.
5. I (am /am not) submitting my package beyond the established deadlines in ref (a) due to the COVID-19 crisis and (am / am not ) requesting an exception to policy.
6. I acknowledge the penalties of knowingly and willfully making false, fictitious, or fraudulent statements or representation under 18 U.S. Code §1001 can include fines or imprisonment not more than five years.
7. My contact number is (###) ###-####. My email contact information is .

Signature