



DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA BOARD OF ACCOUNTANCY
2000 EVERGREEN STREET, SUITE 250
SACRAMENTO, CA 95815-3832
TELEPHONE: (916) 263-3680
FACSIMILE: (916) 263-3675
WEB ADDRESS: <http://www.cba.ca.gov>



REQUEST FOR LICENSE VERIFICATION

To avoid delays in processing and to ensure that the correct information is provided, it is very important that you provide as much identifying information on this document as possible.

For the California Board of Accountancy (CBA) to process your request, please complete the Recipient's Information section below.

RECIPIENT'S INFORMATION
<p>Please mail* the certification(s) to the following address:</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip, Country</p> <p>*If you are requesting the certification(s) be mailed to you for inclusion with your application for licensure with another state board or third-party agency, please list that address below:</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip, Country</p>

YOUR CONTACT INFORMATION

In case we need to contact you for additional information, please provide the CBA with your name, address, daytime telephone number, fax number, and email address.

Name: _____

Address: _____

City, State, Zip, Country: _____

Daytime Telephone No.: _____ Fax No.: _____ Email: _____

Additional Instructions: _____

SAMPLE CBA RECORDS

The following images are samples of the CBA certifications you may request using this form. These examples are provided to give you a general idea of which certification(s) you should select, based on the purpose for which they will serve. After you have determined which certification(s) you need, please continue to the Records Selection Chart on page 3.

Certification of License Status

STATE OF CALIFORNIA - STATE AND CONSUMER SERVICES AGENCY GOVERNOR EDWARD D. BROWN JR.

CBA
CALIFORNIA BOARD OF ACCOUNTANCY

DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA BOARD OF ACCOUNTANCY
3005 EVERGREEN STREET, SUITE 200
SACRAMENTO, CA 95833-3002
TELEPHONE: (916) 223-3600
FACSIMILE: (916) 223-3675
WEB ADDRESS: <http://www.cba.ca.gov>

October 8, 2008

Fred Jones
123 Main Street
Anywhere, CA 94578

Re: John M. Smith

To Whom It May Concern:

Our records show that John M. Smith is the holder of California Certified Public Accountant License No. 12345. John M. Smith's license was issued April 1, 1927 and expires on April 30, 1928.

John M. Smith's license is currently in a delinquent status, which does not allow for the right to practice public accounting.

Sincerely,

California Board of Accountancy

The Certification of License Status shows the current license status of a CPA or Accountancy Firm license. Information for all California CPAs and Accountancy Firms is also available free of charge on the CBA's Web site.

Certification of License History

STATE OF CALIFORNIA - STATE AND CONSUMER SERVICES AGENCY GOVERNOR EDWARD D. BROWN JR.

CBA
CALIFORNIA BOARD OF ACCOUNTANCY

DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA BOARD OF ACCOUNTANCY
3005 EVERGREEN STREET, SUITE 200
SACRAMENTO, CA 95833-3002
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- The certificate was expired and was not valid during the period February 1, 1920 through January 27, 1921 for the reason set forth in Item 1 above.
- Effective January 28, 1921, the certificate was renewed through January 31, 1923, upon receipt for the renewal fee and declaration of compliance with continuing education requirements ("active").
- The certificate was renewed for the period February 1, 1924 through January 31, 1929, with continuing education ("active").
- The certificate was renewed for the period February 1, 1929 through January 31, 1930, with continuing education ("active").
- The certificate was renewed for the period February 1, 1930 through January 31, 1939, with continuing education ("active").
- The certificate expired on February 1, 1939 and is currently in a "delinquent" status.
- The last address of record for John M. Smith, Certificate Number CPA 12345, as appearing in the records of the California Board of Accountancy, in conformance with California Code of Regulations, Title 16, Section 1, Subsection 7, is:
John M. Smith
123 Main Street
Anywhere, CA 94578
- The California Board of Accountancy has not adopted a resolution authorizing reinstatement.

This certification is issued pursuant to California Evidence Code Section 1280 and the authority conferred upon me by the California Board of Accountancy.

California Board of Accountancy
Department of Consumer Affairs
State of California

January 1, 1995

The Certification of License History details the entire history of a CPA or Accountancy Firm license, including past license status, any disciplinary actions, and information on each renewal cycle since the license was issued.

RECORDS SELECTION CHART

In the table below, please identify the record(s) you would like to request to be sent to the recipient identified on page 1. For sample images of the certification and record types below, please see page 2.

This information is also available free of charge on the CBA's Web site at www.cba.ca.gov.

In the spaces provided, choose the type and number of CBA records or certifications needed, and calculate the total fee required. Payment of \$25 for each certification must be enclosed with the completed request form. For example, a request for 3 License Status Certifications at \$25 = \$75. Incomplete requests, or requests received without the appropriate fees will be returned without processing.

Certification Type	Description	License Type	Quantity	Certification Fee (\$25 ea)
License Status	This letter provides the current status of the CPA or Accountancy Firm license	<input type="checkbox"/> CPA <input type="checkbox"/> Accountancy Firm		
License History	This letter provides the complete history of the CPA or Accountancy Firm license.	<input type="checkbox"/> CPA <input type="checkbox"/> Accountancy Firm		
			Total Quantity	Total Fees
				\$

ADDITIONAL INFORMATION

After determining the type of certification needed from the Records Selection Chart above, please complete the following sections. **It is very important that you provide as much identifying information as possible.** The License number and license expiration date for all California CPAs and Accountancy Firms can be obtained on the License Look-Up Feature on the CBA's Web site.

CPA LICENSE INFORMATION

Full name of the licensee (including middle name, if known): _____
First

_____ Middle Last

California License No.: _____ Expiration Date: _____

FIRM LICENSURE INFORMATION

Type of firm license Partnership Corporation

Name of Firm: _____ Firm License No.: _____

COMMENTS



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INSTRUCTIONS FOR REQUESTING CERTIFICATION OF A CALIFORNIA CPA OR ACCOUNTANCY FIRM LICENSE

This form is used for requesting Certified copies of record(s) from the California Board of Accountancy (CBA) verifying a Certified Public Accountant (CPA) or Accountancy Firm license. Applicants applying for licensure in another state may use this form to verify the license status of their California CPA or Accountancy Firm employer.

To request the transfer of Uniform CPA Examination (CPA Exam) scores or personal license status, or to authorize the release of any other CBA records to another state board, please use the *Authorization for the Release of California Board of Accountancy ((CBA) Record(s))* form on the CBA's Web site at www.cba.ca.gov.

Please note, the License Look-Up feature on the CBA's Web site also contains license status information on all California CPAs and Accountancy Firms. License status information is updated nightly to display up-to-date data, and is available on the CBA's Web site free of charge to all interested parties.

Step 1. Please carefully review all of the instructions on this form.

If you have questions or are unable to locate the information you need, please fax your questions to (916) 263-3676, email licensinginfo@cba.ca.gov, or contact CBA staff at (916) 561-1701.

Step 2. Provide the Recipient's Information on Page 1.

Many state boards require that applicants include certified Board records with their application packets. For this reason, it may be necessary that your records are addressed to the other board, but mailed to you for inclusion in your application packet. In the Recipient's Information box on page 1, clearly identify where you would like the records mailed, and to whom they should be addressed. It is not necessary to include a self-addressed stamped envelope, as the CBA provides official envelopes for mailing certified records.

Step 3. Review the Sample CBA Records on Page 2.

Using the examples of available License Verification forms on page 2, please review the descriptions for each, and identify the type of record(s) you would like to request.

Step 4. Complete the Records Selection Chart on Page 3.

Using the Records Selection Chart on page 3, choose the type and number of records you would like to request, and calculate the total fee required.

To request the release of any other certified CBA records to another board or a third-party agency, please use the *Authorization for the Release of California Board of Accountancy (CBA) Record(s)* form on the CBA's Web site at www.cba.ca.gov.

Step 5. Complete the Additional Information section on Page 3.

After determining the type of record(s) needed from the Records Selection Chart on page 3, complete the various sections as they apply to the record holder below the chart. **It is very important that you provide as**

much identifying information as possible. If insufficient information is provided, the processing of your request may be significantly delayed.

Step 6. Remit \$25 for each certification with your completed request form.

The CBA charges \$25 for each certification. This includes certified letters either verifying the status or detailing the license history of a CPA or Accountancy Firm License.

Payment for certified CBA records must be made by check, cashier's check, or money order, payable to the California Board of Accountancy. Foreign applicants must verify with their bank that their checks are issued by a United States-affiliated bank and that they are printed with the bank's United States Federal Reserve account number.

License status information on all California CPAs or Accountancy Firms records can be obtained without charge on the CBA's Web site. However, it is important to note that **many state boards and third-party agencies do not accept non-certified records.**

Please mail the completed form and all applicable fees to:

California Board of Accountancy
2000 Evergreen Street, Suite 250
Sacramento, CA 95815-3832

Step 7. Please allow 30 days for the CBA to process your request.

The CBA cannot process incomplete requests, or requests without payment of the applicable \$25 for each certification (for example: 3 certifications at \$25 = \$75). The address(es) where the records are to be addressed and/or mailed must also be completed.

PERSONAL INFORMATION COLLECTION AND ACCESS

The information provided in the form will be used by the California Board of Accountancy (CBA) to determine that accurate information is provided to the recipient of the document. Sections 5009, 5026 through 5029, 5060, 5070 through 5079, and 5150 through 5158 of the Business and Professions Code authorize the collection of this information. Failure to provide any of the required information is grounds for rejection of the form as being incomplete.

Information provided may be transferred to the Department of Justice, a District Attorney, a City Attorney, or to another government agency as may be necessary to permit the CBA, or the transferee agency, to perform its statutory or constitutional duties, or otherwise transferred or disclosed as provided in the Civil Code Section 1798.24.

Each individual has the right to review his or her file, except as otherwise provided by the Information Practices Act. Upon request, certain information provided may be disclosed to a member of the public under the California Public Records Act.

The Executive Officer of the CBA is responsible for maintaining the information in this form, and may be contacted at 2000 Evergreen Street, Suite 250, Sacramento, CA 95815, telephone number (916) 263-3680 regarding questions about this notice or access to records.