



# CHANGE OF ADDRESS FORM

Email to: [adminunit@cba.ca.gov](mailto:adminunit@cba.ca.gov) Fax to: (916) 263-3678  
Mail to: 2450 Venture Oaks Way, Suite 300, Sacramento, CA 95833 Contact CBA: (916) 263-3680

Address change for  CPA/PA  Firm (corporation, partnership)  Applicant

Additional Requests:  
 Send duplicate renewal application  
 Send updated pocket ID

**NAME OF CPA/PA OR APPLICANT FOR LICENSURE**

License No.

Last

First  Middle

**FIRM**

Type  Corporation  Partnership  Fictitious name License No.

Firm name  Your title

Must be an owner/principal to complete firm address change.

**NEW ADDRESS OF RECORD (required)**

Home  Business

Business name (If applicable)

Street  Unit/apt. #

City  State  ZIP

If you are a licensed CPA/PA or firm, your address of record is public information, and all CBA correspondence will be sent to this address.

**FORMER ADDRESS OF RECORD**

Street  Unit/apt. #

City  State  ZIP

\*If your address of record is a P.O. box or mail drop, you are required to provide a street address. This alternate address will not be posted on CBA's online License Lookup.

**ALTERNATE ADDRESS\* FOR MAIL DROPS AND P.O. BOXES**

Street  Unit/apt. #

City  State  ZIP

**CONTACT INFORMATION**

Email address

Phone number

Print your name \_\_\_\_\_ Date \_\_\_\_\_

Signature (form must be signed) \_\_\_\_\_

I certify the truth and accuracy of all these statements and representations.

The CBA maintains a list of all licensees. This list is sold to requestors for mailing list purposes. **Check here**  if you do not want your name included on this list. Please note: Your name and address of record is public information and can be accessed through our website at [www.cba.ca.gov](http://www.cba.ca.gov).

This form is being provided for your convenience. Other forms of written and signed notice may be accepted by the CBA. Please allow five to seven business days for address changes to be reflected in License Lookup.

A licensee who fails to notify the California Board of Accountancy within 30 days of a change of address of record may be subject to citation and fine (fines ranging from \$100-\$1,000) under the California Code of Regulations, title 16, division 1, sections 3, 95 and 95.2.

