

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION**



**BOARD OF ACCOUNTANCY
APPLICATION CHECKLIST**

To expedite the processing of your CPA License by Reciprocity Application be sure to follow the instructions carefully before mailing in your application package.

- You must meet all of the General Requirements for Reciprocity. Please read this section carefully and follow all instructions that apply to Reciprocity.
- A completed New License by Reciprocity Application notarized and signed answering all questions.
- You must include your Social Security number.
- Include name change supporting documents, if applicable.
- Your Fee of \$175.00 must be in the form of a check, money order, or certified check, made payable to "Pearson VUE".
- Please submit two recent passport-type face view photos measuring 2" x 2" with your full name printed on the back. Home snapshots or computer photographs **are not** acceptable. You will also need to submit one (1) **clear photocopy of a government issued photo ID**, such as your valid driver's license, as proof of identity.
- You must complete all of the application requirements within 60 days and submit all required materials. If you want to pursue licensure after that time you must re-submit and pay another \$65.00 Application Fee.
- Please answer all of the questions in section 6 by placing an "X" in the appropriate boxes. If you answer "No" to question A or "Yes" to any of questions B through H below, you must provide full information and complete details on a separate sheet of paper and attach with this application form.
- List your current jurisdiction in which you hold a CPA License. You must request and provide Verification of Licensure of your current license using the enclosed Verification of State Licensure Accountancy Form.
- Your application package needs to be forwarded to:

Pearson VUE– Department DC-AC
Metro Plex I, Suite 250
8401 Corporate Drive
Landover, MD 20785