APPLICATION OF INTENT CHECKLIST

Applicants who want their education and moral character requirements evaluated to take the Uniform Certified Public Accountant Examination must submit the following items:

- Application of Intent
- Check or money order for $20 in U.S. dollars made payable to the Texas State Board of Public Accountancy. (APPLICATION FEE IS NON-REFUNDABLE.) DO NOT SEND CASH.
- Veterans - Photocopy of an active military ID, state-issued driver's license with a veteran designation or DD214.
- Official transcripts from all colleges and universities
- Photograph
- A photocopy of a government-issued identification document (State-issued driver's license, state identification card, or current U.S. or foreign passport.)
- A photocopy of your U.S. Social Security Card
- Authorization and Release form
- Electronic fingerprinting
- Official police clearance document for international applicants (See Background Investigation for explanation.)
- ADA document packet if requesting ADA accommodations on the CPA Examination (See Request for Testing Accommodations for information.)
- Background Statement form (if required)

APPLICATION OF INTENT PROCESS INFORMATION

Additional information can be found on the Board's website under Application of Intent Process. The information contains statutory requirements, Board Rules, and frequently asked questions.

FORMS LISTED BELOW CANNOT BE PRINTED FROM OUR WEBSITE.

CALL (512) 305-7851 OR EMAIL US AT exam@tsbpa.texas.gov TO REQUEST FORMS.

REQUEST FOR EVALUATION OF INTERNATIONAL CREDENTIALS

Applicants who attended a college or university outside of the United States may need to have their international credentials evaluated.