

TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

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www.tsbpa.texas.gov

**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.**
- [Official transcripts](#) from all colleges and universities attended (E-scripts or electronic transcripts are not accepted.)
- [Photograph](#)
- [Government-issued identification document](#) (State-issued driver's license, state identification card, or current U.S. or foreign passport.)
- [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.