

TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

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Austin, TX 78752-3757
www.tsbpa.texas.gov

APPLICATION OF INTENT
CHECKLIST

Applicants who want their education and background investigation 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 attended. Electronic transcripts may be submitted from the educational institution to the Board. Submit to transcripts@tsbpa.texas.gov.
- 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.