Certified Public Accountant Applicant Checklist:

☐ Request for Examination  ☐ Request for Licensure – Permanent
☐ Request for Licensure – Reciprocity  ☐ Request for Reinstatement – see form DLCA CPA 120

Examination:

☐ Submittal of completed application and payment of all fees including:
  ☐ Three (3) 2 X 2 passport size photos.
  ☐ Two (2) practicing CPA’s reference letters with copy of current permit/license.
  ☐ One (1) Virgin Islands practicing CPA reference letter with copy of current permit/license.
  ☐ Two (2) character reference letters.
  ☐ Copy of current driver’s license or other form of government issued identification (unexpired).
  ☐ Official transcript sent directly by the colleges or universities (if applicable) to DLCA.
  ☐ Verification of UAA Examination completion

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2022
Reciprocity:

☐ Submittal of completed application and payment of all fees including:
  ☐ Three (3) 2 X 2 passport size photos.
  ☐ Two (2) practicing CPA’s reference letters with copy of current permit/license.
  ☐ One (1) Virgin Islands practicing CPA reference letter with copy of current permit/license.
  ☐ Two (2) character reference letters.
  ☐ Copy of current driver’s license or other form of government issued identification (unexpired).
  ☐ Copy of current CPA permit/license
Reinstatement:

Submittal of completed application and payment of all fees including:

☐ Personal statement of explanation.

☐ Continuing Professional education reporting form

☐ Continuing Professional education certificates

☐ Copy of current driver’s license or other form of government issued identification (unexpired).

☐ Copy of expired current CPA permit/license if available