



Government of the Virgin Islands
of the United States

Department of Licensing and Consumer Affairs

Golden Rock Shopping Center
3000 Estate Golden Rock, Suite 9
St. Croix, VI 00820-4311
Telephone: 340.773.2226
Facsimile: 340.773.6982

Administrative Complex
"The Battery"
St. John, VI 00830
Telephone: 340.693.8036
Facsimile: 340.776.6989

Property & Procurement Building
8201 Subbase, Suite 1
St. Thomas, VI 00802-5826
Telephone: 340.774.3130
Facsimile: 340.776.8303

Certified Public Accountant Applicant Checklist:

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

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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



"Serving Businesses and Assisting, Educating, & Protecting Consumers"



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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



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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



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