

APPLICATION INSTRUCTIONS FOR OREGON CPA CERTIFICATE BY RECIPROCITY

READ INSTRUCTIONS CAREFULLY

1. Complete and return the Application, Employment Record form and Social Security form with the appropriate fee.

Make check or money order payable to Oregon Board of Accountancy or you may use Visa or MasterCard (See application).
2. Complete the enclosed **Authorization For Interstate Exchange of Examination and License Information** as instructed and forward to the appropriate state board to complete and return to the Oregon Board for each state in which you have taken the exam, whether you passed or not, and in any state in which you hold a license whether it is active or not.
3. An applicant may not legally practice public accounting as a certified public accountant in Oregon until after the application is approved and the applicant has received a permit to practice.
4. An applicant's file must be complete in every particular within **3 months** of the date of the application or the permit fee will be refunded and the file will be closed.

CHECKLIST

- _____ Complete the entire Application, Employment Record form and Social Security form?
- _____ Attach the \$300 application and permit fee? **OR** Attach the \$315 fee if you are ordering a 16 x 20 wall certificate.
- _____ Forwarded the Interstate Exchange form(s) to the appropriate state board(s)?

Return completed Application, and supporting documentation to:

If paying by Visa or MasterCard:

Oregon Board of Accountancy
3218 Pringle Road SE #110
Salem, Oregon 97302-6307
(503) 378-2264

If paying by Check or Money Order:

Board of Accountancy
Unit 05
PO Box 4395
Portland OR 97208-4395

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CAUSE FOR DENIAL OR REVOCATION OF LICENSE.