Louisiana

Reference Signature Form

As a first-time applicant, you must submit reference signatures from three individuals that can attest to your moral character. The reference must be a Louisiana resident who has known the applicant for a period of 12 or more months. References should be from CPAs or substantial and representative business or professional individuals. They may not be submitted by the following individuals:

- Current or former employers
- More than one member of a household
- Relatives (by blood or marriage)
- Roommates
- Fellow students
- University or college instructors (unless he or she has had significant contact with you outside the classroom)
- Persons with which you have a financial or business investment

NOTE: If necessary, this form may be copied but the signatures sent to CPA Examination Services must be the originals. Photocopied signatures are not acceptable. Your application will not be complete until all three reference signatures have been received.

Part 1 - To be completed by the candidate:

1. Applicant's Name: _____ _____ _____
   First Name | Middle Name | Last Name

2. Date of Birth: _____
   mm/dd/yyyy

3. National Candidate ID: _____
   On your CPA Portal Homepage, click your name, select My Info, it is listed under the CPA Portal Information.

4. Date of Application: _____
   mm/dd/yyyy

Part 2- Reference Signatures (to be completed by the references)

My signature below certifies that I am personally acquainted with the applicant; that I am not related to the applicant by blood or marriage; that I am not the applicant's current or former employer; that I am not a student; that I believe the applicant to be of good moral character; that, to my knowledge, the applicant has never been convicted of a felony, or declared by any court of competent jurisdiction to have committed any fraud, and does not have a history of committing dishonest acts. I also certify that I personally have never been convicted of a felony or declared by any court of competent jurisdiction to have committed any fraud.

Reference #1: _____ _____ _____
Name | Occupation | Business or Firm Name

_____ _____ _____
Address | Known Since | Reference Signature

Reference #2: _____ _____ _____
Name | Occupation | Business or Firm Name

_____ _____ _____
Address | Known Since | Reference Signature

Reference #3: _____ _____ _____
Name | Occupation | Business or Firm Name

_____ _____ _____
Address | Known Since | Reference Signature

This form must be uploaded as part of your Education Evaluation Application through your CPA Portal.
(If the form is completed with a seal or embossing, it must be visible on the electronic version to be considered official.)

If you are submitting this form AFTER you have already submitted your online application, you can email the form to:
etranscript@nasba.org