Tennessee
Notarization and Photo Form

If you are submitting a first-time application for Tennessee, you must complete and submit this form. Your application will not be complete without this form. Your Notice to Schedule cannot be issued until your application is complete.

Part 1 - To be completed by the candidate:

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

2. Date of Birth: _____ 3. National Candidate ID: _____
   mm/dd/yyyy   On your CPA Portal Homepage, click your name, select My Info, it is listed under the CPA Portal Information.

Part 2- To be completed by the Notary:

State of _____ County of _____

_____ before me personally appeared, positively identified to be the person
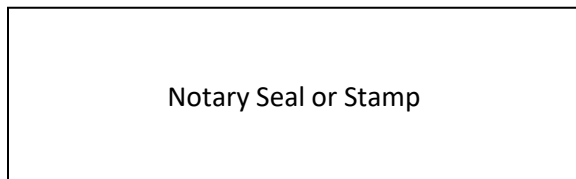(Print Applicant's Name)

making this CPA Examination application and who, after being duly sworn, deposes and says the statements made

therein are true and correct, to the best of his/her knowledge and belief.

Subscribed to and sworn before me this _____ day of _____, 20____.

_____ _____
Notary Public's Signature   Applicant's Signature

_____
Commission Expiration Date

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│     Notary Seal or Stamp    │
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Part 3 – Photo
Using Clear Tape or Glue attach a 2"x 2" photograph taken within the last three months, showing your head and shoulders.
- Sign your name at the bottom of the photograph.
- Do not write across the features of your face on the photograph.

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

Attach photo here