

CPA Examination Services

Information Change Request

If you are a CPA Examination candidate for any of the following jurisdictions:

Alaska, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Indiana, Iowa, Kansas, Louisiana, Maine, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Utah, Vermont, Washington, Wisconsin

Use this form to request a change to any of the following:

- Name - Copy of marriage certificate, copy of court documents changing your name, or copy of valid Government Issued ID/Passport
- Passport Name - Copy of valid Government Issued ID/Passport
- Social Security Number - Copy of Social Security Card
- Date of Birth - Copy of valid Government Issued ID/Passport

NOTE: If you only need to update your email address and you applied to one of the states listed above, you can make that change at any time through the *CPA Central – Accounting Information* tool available in your user account at <https://cpacentral.nasba.org>.

Part 1 – Information Currently on Record:

1. Applicant's Name: _____
First Name Middle Name Last Name
2. Date of Birth: _____
Maiden Name
3. Jurisdiction: _____
If your jurisdiction is not listed in the instructions above, you must contact your State Board of accountancy directly to have your information updated.
4. Jurisdiction ID: _____
Available on your CPA Central homepage.

Part 2- New Information:

Name Change

1. Change Name to: _____
First Name Middle Name Last Name
Maiden Name

Passport Name

1. Change Passport Name to: _____
First Name Middle Name Last Name

Social Security Number

Change SSN to: _____

Date of Birth

Change DOB to: _____

Applicant's Signature

Date

RETURN THIS FORM TO:

CPA Examination Services
150 4th Ave North, Ste 700
Nashville, TN 37219

OR

cpaexam@nasba.org

If sending personally identifiable information (PII) through email you should be using email and file encryption to ensure that data always remains secure.