GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION
INDIVIDUAL LICENSE PROCESS – CERTIFIED PUBLIC ACCOUNTANT (CPA) – U.S. RECIPROCITY

What You Will Need Before You Apply:
✓ One 2”x2” passport style photo (jpeg format) See example.
✓ Government-issued identification (e.g., driver’s license, foreign passport)
✓ Debit or credit card to pay application and license fees

Requirements:

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<th>Application Type</th>
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<td>CPA – U.S. Reciprocity Application</td>
<td>• Letter of Certification must be requested from the state board of accountancy where applicant is licensed and sent directly to the DC Board</td>
<td>• None required</td>
<td>• None required</td>
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** Request for Letter of Certification/ letter of good standing to be mailed or emailed to:
1. DC Board of Accountancy
   8100 Professional Place
   Suite 220
   Landover, MD 20785
2. licensing@dcopla.com (Subject line must contain "DC Board of Accountancy")

Ready to apply? Visit the Board of Accountancy website at: https://www.dcopla.com/accountancy/

NEW APPLICANTS - To begin your online application:
1. Under “Licensing Services,” click on the link to the online portal.
2. Select Register under “New Individual Applicant” (Individual/Tradesperson License).
3. Complete the registration process and follow the prompts to create a new account.

EXISTING LICENSEES – To access your online account:
1. Under Licensing Services, click on the link to the online portal.
2. Under Login, click Forgot Your Password?
3. Enter your license number as your User ID (include letters and numbers with no spaces).
4. Check your e-mail inbox for a link to reset your password (check your Spam/Junkfolder).
5. Follow the prompts to create a New Password.
6. Log In to the system using your license number and new password.
7. Scroll down to your license type and begin.

If you encounter any issues with the application process or have questions, please contact a customer service representative at 1-866-270-9817.