



Ashley Plyushko, CPA  
Executive Director

OKLAHOMA ACCOUNTANCY BOARD  
201 NW 63<sup>rd</sup> Street, Suite 210  
Oklahoma City, OK 73116  
Ph: (405) 521-2397 Fax: (405) 521-3118  
www.ok.gov/oab

## REQUEST FOR REPLACEMENT CERTIFICATE FORM

Pursuant to Section 10:15-27-11 of the Oklahoma Administrative Code, a replacement certificate or license may be issued to a registrant upon payment of applicable fees.

### FEE SCHEDULE

Replacement Certificate Fee – other	\$150
Replacement Certificate Fee – name change or natural disaster	\$10

Note: Registrants are only issued one CPA certificate. You must return the original certificate to our office along with this form, unless the certificate has been misplaced/destroyed. If the certificate has been destroyed in a disaster or other similar event you must submit supporting documentation (insurance report, fire report, police report, etc.).

Certificate/License No.: \_\_\_\_\_ Name: \_\_\_\_\_

Reason for request: \_\_\_\_\_

I want my name inscribed on the certificate/license as follows: (Please print clearly)

\_\_\_\_\_

For requests due to name change, legal documentation must be provided (i.e., court order, marriage license or divorce decree).

Delivery Method: Pick-up  Mail

Mail to: \_\_\_\_\_  
(Street Address, City, State and Zip)

All certificates are sent via regular mail. If your certificate is returned to our office you will be charged a re-mailing postage fee before the certificate is mailed again.

*Note: The replacement certificate will show the date that the written request and the fee for the replacement certificate were received by the Oklahoma Accountancy Board. The replacement certificate will bear a notation at the bottom, "Duplicate of Certificate No. \_\_\_\_\_ dated \_\_\_\_\_" and will bear the signatures of current members of the Board.*

I attest that all of the information I have provided on this form is true and correct. In the case of a misplaced certificate, I understand that if I should locate the original certificate any time in the future I will immediately return the replacement certificate issued by the Board.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_