



Office of the Secretary of the State of Connecticut
State Board of Accountancy
 30 Trinity Street, Room 250
 Hartford, Connecticut 06106-1634
 (860) 509-6179 – Fax (860) 509-6247
 Website: www.sots.ct.gov--Email: sboa@ct.gov



CERTIFICATE
REISSUED/DUPLICATION REQUESTFORM

For Board use only! Check No. _____ Transaction Date _____ Amount Received _____ ID No. _____

GENERAL INSTRUCTIONS: Please type or print all requested information. Mail completed forms to State Board of Accountancy, Payment Center, P.O. Box 150477, Hartford, CT 06115-0477 accompanied by a \$25.00 payment made payable to the Treasurer State of Connecticut for checks, Money Orders, or Cashier’s Checks. For credit card payments you will need to download the separate Credit Card Payment Sheet that must be submitted along with this form to the address provided on the separate payment sheet. The separate Credit Card Payment Sheet can be found on our web-site, under forms. There is a \$25.00 charge for each certificate requested.

Replacement and Duplicate certificates will contain the signature of the current board members. Further, the certificate will contain language indicating that the certificate is a reissued or duplicate certificate. The Board will contact you to schedule a time to pick up your certificate.

Request as a result of natural disaster, lost, or stolen certificates will require submission of an Affidavit of Lost Certificate, which is available on the Board of Accountancy website at: http://www.sots.ct.gov/sots/lib/sots/sboa/sboapdf/form_for_affidavit_of_lost_certificate.pdf

Please indicate the reason for your request:

- Reissued: Lost or damaged certificates as a result of unforeseen, natural disaster, or change of name. Include “Affidavit of lost certificate” found on the State Board of Accountancy’s website. *Certificate damaged as a result of mailing will be reissued if the board is notified within 14 days of the date on USPS stamp. Damaged certificate must be returned.*
- Duplicate: Request for a duplicate certificates.

Name on the original certificate (Print): _____

Certificate number/CPAC: _____ Date of Issuance: _____

Date _____ Signature _____

Best Contact: Phone: _____ Email: _____