

Instructions on obtaining a verification of CPA Exam Grades and/or status of credentials:

If the state in which verification is being provided too has a form you will need to submit the form to our office as an attachment via email to sboa@ct.gov, or fax at (860) 509-6247 or U.S Mail to: Office of the Secretary of the State, Connecticut State Board of Accountancy, 30 Trinity Street Room 250, Hartford, CT 06106. If you do not have a form then a written request to our office is required. There is no fee for processing this request at this time. However, processing time could take up to 10 to 15 business days. Our office will do its best to process your request sooner, if possible.

Instructions for filing a change of address:

A written request to our office with your current and previous address along with your certificate and/or License number is required. You may also submit your request for a change of address via email to sboa@ct.gov, or fax at (860) 509-6247 or U.S Mail to: Office of the Secretary of the State, Connecticut State Board of Accountancy, 30 Trinity Street Room 250, Hartford, CT 06106. There is no fee for processing this request at this time. We are unable to provide conformation of the change of address, but the change should appear on our online lookup through our website at www.sots.ct.gov, under the general Colum titled "Search for a Connecticut CPA or Accounting Firm" within 5 business days of submission of the request.

Instructions for filing a change of name:

A written request to our office along with a copy of the official change of name document (ex. Marriage license, divorce decree, change of name petition) with your current name as it appears on our records along with your certificate and/or license number. If this is also a change of address, please indicate the mailing address on your request. You may also submit your request for a change of name along with official document as an attachment via email to sboa@ct.gov, or fax at (860) 509-6247 or U.S Mail to: Office of the Secretary of the State, Connecticut State Board of Accountancy, 30 Trinity Street Room 250, Hartford, CT 06106. There is no fee for processing this request at this time. We are unable to provide conformation of the change of name, but the change should appear on our online lookup through our website at www.sots.ct.gov under the general Colum titled "Search for a Connecticut CPA or Accounting Firm" within 5 business days of submission of the request.