

FREQUENTLY ASKED QUESTIONS

How long does it take to process my application?

All initial licensure applications are approved by the Board. It may take eight to twelve weeks to issue your permanent license. We process applications in date order of receipt. You can help us process your application by making sure you complete the application correctly and submit the correct fees and supporting documentation.

Try to apply well in advance of when you intend to start work in Alaska or when you plan to sit for the CPA exam.

What's the status of my application?

You will be notified in writing as soon as your application has been reviewed. Please allow three to four weeks from the date of application receipt for your status letter to reach you. Wait for your first status letter to reach you before calling the division to ask for status updates.

Can I submit scanned or faxed copies to complete my application?

No. Scanned or faxed documents are not acceptable.

How do I verify my license to another agency?

Mail a written request to the Board of Public Accountancy, P.O. Box 110806, Juneau, AK 99811-0806 along with a \$20.00 money order or check made payable to the State of Alaska. Allow three weeks processing time from the date we receive your request.

Is my license record public information?

Yes, licensing records are public documents and available to members of the public upon written request and payment of copying fees. Information considered confidential and not releasable to the general public include social security numbers, examination scores/transcripts, medical records and other information considered confidential by state or federal law. Your address of record is public information and is displayed on the division's internet licensing search program. Licensees have expressed concern that their address is so readily available. Some licensees have elected to have a post office box or practice location for their official address of record to avoid having their residential address easily accessible. Please be advised that all notices from the Board (renewal notices, licenses, and other legal documents) will be mailed to the address of record provided.

How do I change my address?

We must receive the request in writing within 60 days of your change of address. We will accept a fax, e-mail, or written notice that comes directly from the licensee or applicant. We cannot accept a telephone call for a change of address. Board mailing address: P.O. Box 110806, Juneau, AK 99811-0806; Fax: (907) 465-2974 or e-mail: license@commerce.state.ak.us

How do I change my name?

To change your name, mail an original Certified True Copy of the legal document that reflects the name change OR download the Name Change Affidavit form from this web site (a copy of the legal document must accompany the change). A \$5.00 fee payable to the State of Alaska must accompany the name change request. Board mailing address: P.O. Box 110806, Juneau, AK 99811-0806.

How do I get a “Certified True Copy”?

To obtain a Certified True Copy, take the original document and a photocopy to a notary public so he/she may compare the original to the photocopy of the document. Either the applicant or the notary must write, “I certify this to be a true copy of the original document” on the photocopy and attest to that fact by signing the document and having it notarized.

When does my license lapse?

All licenses issued by the Board of Public Accountancy expire on December 31 of odd-numbered years. New licenses issued within one year of the current expiration date will be issued a permanent license to December 31 of the current expiration date. For example, a CPA license issued in August of 2005 will be valid until December 31, 2005. New licenses issued within 90 days of the current expiration date will be issued a permanent license through the next licensing period. For example, a CPA license issued in October of 2005 will be valid until December 2007.

General Permits issued to out-of-state individuals or companies under AS 08.04.420 are valid for one year from the date of issue. Renewal notices will not be mailed to general permit holders, rather you will need to contact the board if you wish to reapply for the permit.

Do I have to pay the full renewal fee since I was just issued a permanent license within the past year?

No. Licensees who received a permanent license within one year of the current expiration date do have to renew but will pay only one-half of the renewal fee.

When will I receive my renewal application?

Renewal notices are mailed at least 30 days before the expiration date to the address we have on file for you. If you have a change of address, don't wait until the last minute to give us that information, otherwise, your renewal form may be delayed in getting to you. At this time, on-line renewal is not available. Failure to receive a renewal notice does not relieve a licensee from the responsibility of renewing a license on time.

How do I reinstate my license?

Reinstatement requirements are set out in the “Application for Reinstatement” form available from this web site. Please be aware that continuing education used to “reinstate” your license may not be used to “renew” your license.

Will I receive a certificate once I have passed all the sections of the CPA exam?

No. Alaska is a one-tier state. This means that you will not receive a certificate for passing all sections of the exam. However, we can provide a certification of your successful passage of the exam to another state for a fee of \$20 payable to the State of Alaska.

Do you have another question?

Send questions to license@commerce.state.ak.us