

Oregon Board of Accountancy Name Change/Wall Certificate Replacement

200 Hawthorne Ave SE Ste D450, Salem, OR 97301-5289

phone: 503-378-4181

email: boa.info@boa.oregon.gov

PERSONAL INFORMATION:

Name (as currently registered with the Board) _____

Address _____

Daytime Phone _____ License # _____ N/A

NAME CHANGE (No fee required if not requesting a replacement wall certificate in new name).

Submit documentation supporting the change of your name (e.g. marriage license, divorce decree, order of legal name change, etc) **AND** front & back of Driver's License that includes your new name.

New Name (as you wish it to appear in Board records): _____

REPLACEMENT WALL CERTIFICATE:

Your *original* wall certificate must be mailed back to the Board office with this request unless the document was lost, stolen or destroyed. If your certificate or license is in a lapsed status, a replacement wall certificate cannot be issued.

Name as you wish it to appear on wall certificate: _____

Reason for replacement: _____ Lost _____ Stolen _____ Name Change _____ Destroyed (Fire, Flood, etc) _____ Other _____

Please explain in detail the reason for replacement:

FEE: \$15.00

AFFIDAVIT OF APPLICANT:

I certify that all statements, answers, and representations on this form are true, complete and accurate. I further certify and agree that I will immediately return my lost or stolen wall certificate to the Oregon Board of Accountancy, should the license or wall certificate be found, or report its whereabouts should it become known to me.

Signature: _____ Date: _____

CHECKLIST:

- _____ I have provided documentation supporting my name change (marriage license, divorce decree, order of legal name change)
- _____ I have returned my original wall certificate for cancellation unless the document was lost, stolen or destroyed
- _____ I have provided all required information on the above application and signed the affidavit
- _____ I have provided a copy of the front and back of my driver's license
- _____ I have included the \$15 fee (if required)

Please be advised that the Oregon Board of Accountancy is required to comply with the Public Records Law, Chapter 192. This law requires a strong mandate in favor of disclosure of public records. As such, the information you submit to the Board, including personal information, may ultimately be subject to disclosure as a public record.

For Board Use Only:

CLERK

DATE PROCESSED

BATCH #

CHECK #

PAYMENT INFORMATION

Payment may be made by credit card (VISA, MasterCard, or Discover) or by check. Payments by credit card may be made online at <https://appengine.egov.com/apps/or/boa>. A complete application must be uploaded at the time of payment.

All applications paid with a check must be received with a completed application in the Board office at 200 Hawthorne Ave SE Ste D450, Salem, Oregon 97301-5289.

For your protection, **email submissions will not be accepted.**

VISA, MASTERCARD, or Discover only for credit card payments

You make payment and submit your application using **ONE** of the following options (*please select only ONE*):

Payment by **CREDIT CARD** or **ACH**

To pay by credit card (VISA, MasterCard, or Discover) or using ACH (requires your bank routing and account number), you may submit payment and completed application online. The PAYMENT LINK for applications is <https://appengine.egov.com/apps/or/boa>.

You will be required to upload a copy of your completed application at the time of payment. **This fillable PDF form is recommended.** You may upload supplemental documents as a PDF, Word, Excel, JPG, or GIF document only. Electronic signatures are accepted.

Payment by **CHECK**

Mail completed application and check to the Board office at:

Oregon Board of Accountancy
Unit 05
PO Box 4395
Portland, OR 97208-4395

RECEIPTS FOR CREDIT CARD or ACH PAYMENTS:

Upon completion of the online application submission and payment process, you will receive confirmation that your payment was made successfully and a receipt can be printed before closing the web browser. An automated email notification with receipt will also be sent to the email address you entered for the payment. ***Please retain receipt for online payment with your renewal records for verification.***

RECEIPTS FOR CHECK PAYMENT:

Your cancelled check is your receipt. If you need a more detailed receipt, you may make the request by email to boa.info@boa.oregon.gov. The Board will email a receipt within two weeks of the request.