Randall A. Ross, CPA
Executive Director

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

REQUEST FOR DUPLICATE/REPLACEMENT CERTIFICATE FORM

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

FEE SCHEDULE

Use the table below to determine your fees due.

Duplicate/Replacement Certificate Fee	$ 150.00
Duplicate/Replacement Certificate Fee due to natural disaster, damage, etc.*	$ 10.00
I am submitting a total fee of:	$

NOTE: *In order to qualify for the $10.00 fee, you must return the damaged certificate to our office along with this form. If the certificate is destroyed completely in a disaster or other similar event, you must submit supporting documents (insurance report, fire report, police report, etc.) along with this form.

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

_____

Please be aware that the name you have designated will appear in the OAB's records and cannot be changed in any way without copies of the legal document (court order, marriage license or divorce decree).

Certificate/License No.: _____ Delivery Method: ☐ Mail ☐ Pick-up

All certificates are sent via USPS Certified Mail with a signature required. If your certificate is returned to our office as unclaimed/undeliverable, you will be charged a re-mailing postage fee (current rate of Certified Mail postage) before the certificate is sent again.

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

PLEASE NOTE: *The duplicate certificate will show the date that the written request and the fee for the duplicate certificate were received by the Oklahoma Accountancy Board as the date that the certificate was "Given at the State Capital of Oklahoma . . . ." The duplicate certificate will bear a notation at the bottom, "Duplicate of Certificate No. _____dated_____ " and will bear the signatures of the current members of the Board.*

I understand that I must properly complete and submit this form before any changes to my record can be made.

SIGNATURE: _____ DATE: _____