



CANNON BUILDING  
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
BOARD OF ACCOUNTANCY

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**NOTIFICATION OF CHANGES BY FIRMS**

**When to Submit this Form:**

Use this form to report a change in the firm's principal owner(s) who regularly work in Delaware.

Complete the information requested below to add or remove a principal from the licensed firm. Complete only one change form per request type. You must upload each completed and signed form on the attachments page of either your firm's renewal application or the *Ownership Change Service Request* in [DELPROS](http://DELPROS). **The firm's Supervising CPA or PA must sign and date this form.**

**FIRM INFORMATION** – *Required to be completed.*

Name: \_\_\_\_\_

Select Type of Firm: ☐ C.P.A. Firm ☐ P.A. Firm

License Number: \_\_\_\_\_ - \_\_\_\_\_

**PRINCIPAL OWNER INFORMATION** – *Required to be completed.*

Select Type of Request (check only one): ☐ Add Principal to this Firm ☐ Remove Principal from this Firm

1. Principal Name: \_\_\_\_\_  
First Name Last Name

2. Position: \_\_\_\_\_

3. Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip/Postal Code

4. Delaware Permit Number: \_\_\_\_\_ - \_\_\_\_\_

**SUPERVISING CPA/PA INFORMATION** – *Required to be completed.*

1. Printed Name: \_\_\_\_\_

2. Delaware Permit Number: \_\_\_\_\_ - \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_

**UPLOAD THIS DOCUMENT TO YOUR SERVICE REQUEST OR RENEWAL APPLICATION IN DELPROS.**