



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
BOARD OF ACCOUNTANCY

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@delaware.gov](mailto:customerservice.dpr@delaware.gov)

## 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 the *Ownership Change Service Request* in [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 THE SERVICE REQUEST IN DELPROS.**