

For Board Use Only

Date of Review _____

Approved _____

Disapproved _____



For Board Use Only

Fee Paid _____ Check # _____

Date _____ Applicant # _____

Receipt # _____

**Georgia State Board of Accountancy
Application for Reinstatement of Public Accounting Firm License
Reinstatement Fee \$1,150.00 (non-refundable)**

- Complete the reinstatement application; sign, and return to Georgia State Board of Accountancy, 200 Piedmont Avenue, Suite 1604 West Tower, along with the \$1,150.00 reinstatement fee made payable to the Georgia State Board of Accountancy. Incomplete or unsigned applications will be returned.
- A Public Accounting Firm which continues to practice with an expired license may be subject to a fine and a public disciplinary action.
- Checks returned for insufficient funds will be assessed a \$30.00 service charge pursuant to O.C.G.A. 16-9-20.

License Type: **Public Accounting Firm** FIRM License No. **ACF** _____ FEI Number _____

FIRM Name _____ Date License Lapsed _____

Email Address: _____

1. **OWNER/PARTNERS:** List name(s) of all owners, partners, directors, and shareholders personally engaged in the practice of public accountancy in Georgia. (Must hold active license to practice in Georgia.)

<u>NAME</u>	<u>GEORGIA CERTIFICATE NUMBER</u>
_____	_____
_____	_____
_____	_____

In addition to the owner, does this firm have one or more employees who hold live permits to practice in Georgia? YES NO

2. **REGISTRATION OF OFFICE(S):** Complete the following for every office which performs public accounting services in Georgia:

OFFICE	RESIDENT MANAGER'S NAME	GA CERT. NO.	OFFICE ADDRESS
#1	_____	_____	_____
#2	_____	_____	_____
#3	_____	_____	_____

3. If main office of firm is outside of Georgia, indicate in which state office is located: _____

4. Enter your complete business and mailing addresses below. If the firm name has changed because of the addition of or deletion of a partner/owner, contact the board office for the proper application. Please note your mailing address is available to the public from our website.

<p>Business Physical Address (P.O. Box is <u>not</u> acceptable.)</p> <p>Street address _____</p> <p>City _____ State _____ Zip _____</p> <p>FEI Number _____ Business Phone _____</p>	<p>Business Mailing Address (P.O. Box is acceptable.)</p> <p>_____</p> <p>Mailing Address or P.O. Box _____</p> <p>_____</p> <p>City _____ State _____ Zip _____</p>
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APPLICANT AFFIDAVIT:

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the State Board of Accountancy, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

- 1) _____ I am a United States citizen. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on the Board’s website.**

- 2) _____ I am not a United States citizen, but I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and **willfully makes** a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Executed in _____ (city), _____ (state).

Signature of **Applicant**

Printed Name of **Applicant**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

 DAY OF , 20

NOTARY PUBLIC My Commission Expires:

ADDITIONAL INSTRUCTIONS:

- Write your firm's ACF License Number on your check or money order. Do **not** send cash.
- An incomplete or unsigned application will be returned, and your license will not be reinstated until the completed application and fee have been received.
- Attach a certified court record or board disciplinary order, if any owners or general partners have been convicted, sentenced, entered a plea, been given first offender status for any felony, misdemeanor or any offense other than a minor traffic violation, or board disciplinary action. DWI or DUI are **not** minor traffic violations. **Note:** In addition to reporting convictions and pleas on the reinstatement application, owners or general partners are required to report to the board any felony or drug related conviction within 10 days of the date of the conviction.

**FIRM REINSTATEMENT
PEER REVIEW PROGRAM COMPLIANCE REPORT**

Firm Name: _____

Firm License Number: ACF _____

License Expiration Date: _____

Answer the following questions regarding the firm:

1. Has this firm issued any of the following reports during the two-year period preceding the date of this application?

(a) Audit YES NO

(b) Review YES NO

(c) Compilation YES NO

- If the firm answered "NO" to all of the above, the firm is exempt from the peer review program requirements and no further questions on this side of the application need to be answered.
- If the firm answered "YES" to having issued any of the above reports, the firm must answer the remaining questions to report having complied with the peer review requirements described in Chapter 20-13 of the Rules of the Georgia State Board of Accountancy.

2. Has this firm met the peer review requirements as described in Chapter 20-13 of the Rules of the Georgia State Board of Accountancy?

YES NO

3. Has this firm enclosed evidence, which includes the peer reviewer's report and the letter of acceptance issued by the Board Approved Peer Review Program, that this firm has satisfactorily completed a Board Approved Peer Review Program during the three-year period preceding the date of this application?

YES NO

- If the firm answered "NO" to Questions #2 and/or #3 above, and the firm has issued an audit, review, or compilation report within the 24 months preceding the date of this application, the following information must be submitted with the application for reinstatement.

(a) Any documents related to a peer review of the firm conducted within the 36 months preceding the date of this application, and

(b) A letter explaining the failure to comply with the Peer Review Program Requirements.

- Upon receipt of the above referenced materials, the board may waive the peer review requirements, renew with a limited registration, reinstate with conditions, or deny reinstatement.

4. Has this firm enclosed the information described in #3(a) and #3(b) above?

YES NO

5. Mail reinstatement application and fee to the following address:

**GEORGIA STATE BOARD OF ACCOUNTANCY
200 Piedmont Avenue, Suite 1604 West Tower
Atlanta, GA 30334**



GEORGIA STATE BOARD OF ACCOUNTANCY
200 Piedmont Avenue
Suite 1604 West Tower
Atlanta, Georgia 30024
(404) 463-0365

CONSENT FORM

I hereby authorize the State Board of Accountancy ("Board") to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (Print)

Physical Address (P.O. Boxes NOT Accepted)

Sex

Race

Date of Birth

Social Security **Number**

One of the following must be checked:

This authorization is valid for 90/180/____(circle one) days from date of signature.

I, _____ give consent to the Board to perform periodic criminal history background checks for the duration of my licensure with this state.

Signature of Applicant

Date

Special licensure provisions (check if applicable):

____ Working with mentally disabled

____ Working with elder care

____ Working with children

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued April 3, 2014 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(g). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]¹
- An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

¹ For identification presented to poll workers when voting, a registered Georgia voter may present an expired Georgia driver’s license as proof of identification when voting pursuant to O.C.G.A. § 21-2-417.

- An unexpired tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law² [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

² Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law.

- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- When applying for any public benefit with the Department of Driver Services, an applicant may submit either an expired or unexpired document that is listed above as a secure and verifiable document. [O.C.G.A. §§ 50-36-1(g) & 50-36-2(b)(3)]
- When applying for a voter identification card pursuant to O.C.G.A. § 21-2-417.1, an individual may submit the aggregate forms of identification authorized by O.C.G.A. § 21-2-417.1(e).
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]