

PERSONAL REFERENCE FORM

Instructions for Applicant

Fill in the top portion of this form for each reference you listed on [page 1](#) and send it to them to complete.

Applicant's Name _____
(Provide legal first, middle, and last name)

Reference's Name _____

Reference's Address _____

Instructions for Reference

The applicant is seeking a CPA license from the Minnesota Board of Accountancy and has listed you as a personal reference. To serve as a reference, you should have known the person for at least 2 years, feel you can attest to their **professional qualifications**, and must not be related to them.

Please provide the following information and return this form to the Board office at the address above. **Do not return to the person seeking the reference.** Please note that failure to complete this form in a timely manner may delay the individual's license application.

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Is the applicant related to you?

Yes* No

Do you consider the applicant honest in every respect?

Yes No*

Is the applicant reliable?

Yes No*

Is the applicant trustworthy?

Yes No*

Have you employed or supervised the work of the applicant at any time?

Yes No

If so, was the applicant's work satisfactory?

Yes No*

Have you had sufficient personal contact with the applicant to enable you to serve as a reference?

Yes No*

Do you know of any reason the applicant should not be granted a CPA license?

Yes* No

*If you checked a box with an **asterisk (*)** provide an explanation below or attach a separate sheet.

Signature of Reference

Date

Phone Number