

How to Request a Duplicate License

PULSE Portal provides users with a paper free way to maintain licensing and education information. This guide will show you how to request a duplicate license.

From the PULSE Portal Home Page (www.pulseportal.com), select **District of Columbia** from the drop-down list. You can access services from all 17 Boards of the Occupational and Professional Licensing Division:

To use these services, first select your Board. Services available vary depending on the Board chosen. You will need the following personal or business information to use these services:

Individuals

License Number
Social Security Number (SSN)
Last Name

Businesses

License Number
EIN (Federal Tax Number)
Postal Code

PULSE Portal Navigation Guidelines

- PULSE Portal is compatible ONLY with Internet Explorer 6.0 or better. Earlier versions of Internet Explorer, Mozilla Firefox, or other browsers will NOT work.
- If a link/screen is not loading, make sure that you do not have a pop-up blocker activated on your computer or your web browser.
- DO NOT use your browser's back button; you will lose your information and will have to reenter the Portal.
- When the Portal asks for a license or social security number, do not include dashes, spaces, or special characters.

Error Messages

Inquiry Services

If you do not enter all the required fields or enter information incorrectly, a message in red will appear at the top of the page indicating the criteria you still need to enter.

Address Forms

If the address you are entering is within the United States then select ONLY a state with the street address. If the address is within Canada then select ONLY a province with the street address. For all other addresses, you will need to add the country.

Application and Credit Information Forms

If you do not enter all the required fields or enter information incorrectly, a message in red will appear at the top of the page indicating the fields you still need to enter. For example, you must enter a state or province if you have an American or Canadian address.



Duplicate License Request

1. From the PULSE Portal services menu, select **Address Change** under the Request Documents subhead.

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PULSE

Welcome to Pearson's Credentials Management System for Certification and Licensing Programs

Choose a state/jurisdiction to begin: District of Columbia

Choose a board to continue: Accountancy

Select a service: Simply choose the appropriate link for the tasks you want to accomplish today.

Search/Inquiry Services
Search Licensees (to find and verify a person or entity is licensed)
Application/Renewal Status Inquiry
Licensee Information Inquiry

Licensing Services
Submit a License Application
Reinstate/Reactivate License
Change your Address

License Renewals
Renew an Existing License

Request Documents
Request a Letter of Certification
Request a Duplicate License

2. Select the type of licensed entity: **Business** or **Individual**

3. Enter the licensee's license number and the following information:

For Individuals: SS number and last name

For Businesses: EIN number and postal code

4. Click **Next**.

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Request a Duplicate License

Search Individual

Type:
 Business Individual

Last Name testrutt

License Number CPA214363

SSN 567565656

Next>> Cancel

Do not use your browser's back button or all your data will be lost.
You must disable your pop-up blocker to view reports, for instructions [Click Here](#)
For System related questions, [Click Here](#)
For State Licensing related questions, [Click Here](#)

[Terms & Conditions of Use](#) | [Privacy Policy](#) | [Download Adobe Reader](#)
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Duplicate License Request

5. Select the first checkbox to request a duplicate license.
6. Type in the amount of copies you need in the **Copies Requested** box.
7. Check the box indicating that you would like the duplicates sent to the address shown below.

When finished, click **Continue**.

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Request a Duplicate License

You are requesting duplicate license(s) for: TESTRUTT, BILL .

Check this box to request a duplicate Certified Public Accountant license.

Copies Requested

Send the duplicate license(s) to this address.

Line One Address

Line Two Address

City

State

Postal Code

Continue Cancel

2. Review and confirm your information. When finished, click **Confirm**.

To change the amount of copies requested, click **Change My Request**.

3. Enter the licensee's license number and the following information:

For Individuals: SS number and last name

For Businesses: EIN number and postal code

4. Click **Next**.

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VUE

Home Adjust font size

Request a Duplicate License

Summary

You are requesting duplicate license(s) for: TESTRUTT, BILL .

State	District of Columbia	Board	Accountancy
Duplicate License	Certified Public Accountant	Copies Requested	1

Send duplicate license(s) to: TESTRUTT, BILL
45 SECOND AVENUE
APT 4
WASHINGTON, DC 20002

Fee: \$30.00

Confirm Change My Request Cancel

Do not use your browser's back button or all your data will be lost.
You must disable your pop-up blocker to view reports. For instructions [Click Here](#).



Washington, D.C.
Department of Consumer and Regulatory Affairs
Occupational and Professional Licensing Division
dcra.dc.gov

Duplicate License Request

5. Enter your credit card and billing information. Blue fields are REQUIRED. Click **Continue** when finished.
6. Review and confirm your credit card information and then click **Submit Credit Card Info**.
7. Check the radio button indicating that you would like the duplicates sent to the address shown below.

When finished, click **Continue**.

8. Review and confirm your information. When finished, click **Done**. This will take you back to the main menu.

The screenshot shows a web form titled "Request a Duplicate License" with a sub-section "Credit Card Information". The form contains the following fields and values:

- Credit Card Holder Name: Bill Testrutt
- Email Address: bal.roth@pearson.com
- Street Address Line One: 65 First Ave
- Street Address Line Two: (empty)
- Street Address Line Three: (empty)
- City: Washington
- State: District of Columbia (dropdown)
- Province: (empty dropdown)
- Country: (empty dropdown)
- Postal Code: 20002
- Transaction Amount: \$30.00
- Credit Card Number: 5555 5555 5555 4444
- Expiration Date (mm-yyyy): 12 / 2010
- Phone Number (###-###-####): 1234567890

Below the fields, there are two lines of text: "** We only accept VISA, MASTERCARD, and AMERICAN EXPRESS **" and "** Transaction amount cannot exceed \$25,000.00 **".

The screenshot shows the "Confirmation" section of the "Request a Duplicate License" form. It features the Pearson VUE logo at the top center. The page has a "Home" link on the left and "Adjust font size" controls on the right. The main content area displays the following information:

- You requested duplicate license(s) for: TESTRUTT, BILL .
- State: District of Columbia
- Board Accountancy: Certified Public Accountant
- Copies Requested: 1
- Send duplicate license(s) to: TESTRUTT, BILL
45 SECOND AVENUE
APT 4
WASHINGTON, DC 20002
- Confirmation ID: 40454
- Request Date: 09-09-2008 03:05 PM
- Status: Processed
- Fee: \$30.00

A "Done" button is located at the bottom right of the confirmation area.