



TEMPLATE — FORM

Credential Verification Request

For third parties verifying an ICPA-recognised credential

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ICPA-FRM-002

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Use this form to request verification of an ICPA-recognised professional credential held by an individual. From Q2 2026 most verifications will be available instantly via verify.i-cpa.org; this paper-form route remains available for credentials issued before 2020 or where digital verification fails.

Section 1 — Requesting party

- Organisation name
- Country
- Requestor name, role, email, phone
- Purpose of verification (e.g. employment, regulatory, audit)

Section 2 — Credential holder

- Full name as on credential
- Date of birth (optional but speeds verification)
- Credential reference number (if known)
- Issuing body name
- Year of award (approximate is acceptable)

Section 3 — Holder consent

ICPA will not release credential information without documented consent from the credential holder. Attach a signed consent or describe the lawful basis on which consent is dispensed (e.g. statutory regulatory request).

Section 4 — Response

ICPA will respond within 10 working days confirming one of: (a) credential verified — issued, in good standing, (b) credential verified — issued, no longer in good standing (reason redacted), (c) no credential found matching the details provided, or (d) further information required.

A verification fee of USD 25 applies per request. The fee is waived for statutory regulators acting in an official capacity.