

NAME CHANGE REQUEST FORM

To change your legal name, send a scanned **copy** of a government-issued document such as: **(unexpired) Driver's License, Passport or Marriage Certificate**. Please submit your copied documents with this form.

IF YOU ARE SCHEDULED TO TAKE AN EXAM

Please submit your request at least five (5) business days before your scheduled exam appointment via email to exams@hrci.org.

Account Email Address:

Old Name

New Name

Signature

The HR Certification Institute does not return documents. Do not send originals, certified or notarized documents. Once processed, your legal documentation will be destroyed for your protection.