



## Name Change Request Form

To change your legal name, please send a scanned copy of your valid/unexpired government-issued picture document ID such as: **Driver's License or State ID, Passport or Military or Dependent ID**. Your ID must include your date of birth to verify your account and for recertification certification cycle purposes. Documents are destroyed for your protection once your name is updated. Also, HRCI does not accept social security cards in lieu of your ID.

**Exam candidates:** If you are scheduled to take an exam, please submit your request to [info@hrci.org](mailto:info@hrci.org) at least five (5) business days before your exam appointment.

**Certified professionals:** If you already have one of our certifications, please submit your request to [info@hrci.org](mailto:info@hrci.org) to be processed.

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PRIMARY EMAIL ADDRESS

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NAME (AS CURRENTLY FOUND IN OUR DATABASE)

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NEW NAME REQUESTED

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SIGNATURE

DATE

HRCI does not return documents. Do not send originals, certified or notarized documents. Once processed, the legal documentation will be destroyed for your protection.

Please submit by mail to:

Email: [info@hrci.org](mailto:info@hrci.org)

OR

Mail: HRCI  
Name Change Request  
1725 Duke Street  
Suite 400  
Alexandria, VA 22314 USA