



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 your **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 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 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 to be processed.

PRIMARY EMAIL ADDRESS

NAME (AS CURRENTLY FOUND IN OUR DATABASE)

NEW NAME REQUESTED

SIGNATURE

DATE

HRCI does not return submitted documents. Please send copies only—do not send originals, certified, or notarized documents. All legal documentation will be securely destroyed after processing.

Please submit completed form through one of the following

Mail:

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

Email:

info@hrci.org