



Name Change Request Policy

All IBHRE examination candidates receive official notices and scheduling permits addressed to the name that appears on their application. In the event a candidate must request a new scheduling permit to reflect the name on their Government Issued ID, the candidate's name as it appears in the IBHRE database, will not change as a result of such a request.

IBHRE will only make permanent changes to an exam candidate's name under the following circumstances:

- 1) Significant error in the spelling or display of the candidate's name is cited in the database
- 2) Candidate reports a recent change in name due to marriage or divorce prior to the exam date
- 3) Candidate indicates that their name has changed on an exam application when re-certifying or re-taking the exam

Upon certification, certificates are issued using the candidate's name as it appears on their application. Requests for changes to the name on all certificates will not be honored unless the name is misspelled.

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