

Examination Requirement: Proper ID

If you have already been approved to sit for an exam you will need to <u>Contact Us</u> to let us know you need your name updated in Pearson Vue.

Admission to the examination site requires candidates to provide <u>two forms</u> of valid identification. **Both** pieces of identification must show your first and last name **exactly** as they appear in your BACB account.

The primary identification must be government-issued and include both a photo and signature (e.g., a driver's license or state/national ID). The secondary identification must include a signature but need not include a photo (e.g., a signed credit card with a signature that matches the government-issued identification).





Gateway Account

Name Change Request

To update your name within your Gateway account:

- 1. Login
- 2. Under profile information, choose "Update Profile"
- 3. Click Name Change Request
- 4. Enter your updated information
- 5. Click Save
- 6. Submit proof of change
 - Submit online via our Contact Us form or by mailing a copy to: BACB, 7950 Shaffer Parkway Littleton, CO 80127, USA

This request takes approximately 3 days. You will receive a confirmation email when your information has been updated. For more information, visit the Exam Information Page.

Welcome, Test User, to the BACB Certification Gateway. Th should see additional options please contact the BACB usin	Home Profile • Contact Information Screet, If your name has changed, please select "Name Char please click "Continue" after your legal name EXACTLY as it appears on your identification. Discrepant and on your identification can prevent you from being admitted to a BACB examination appointment.	When the second state of	Submit proof of change via the <u>Contact</u>
Primary Phone: Additional Phone I Additional Phone I Email Address: Fax: Account Number: Update Phofile Update Password	Fax Continue Back Cancel Name Change Request Email Address Change	You will receive an email notification requesting required documentation, receive an email notifying you if the changes have been made to your B/ First Name* Middle Last Name* Continue Back	<u>Contact</u> <u>Us Form</u> .