

**BCS Professional Certification**

**Name Change Policy**

**September 2016**

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## 1. Policy

BCS permits any person to change their name as long as it is not for fraudulent purposes and meets our criteria; we will then make the necessary changes.

## 2. Scope

The policy applies to any person whose records are maintained on the BCS databases. BCS cannot make changes unless there is *legal* documentation evidencing the name change.

## 3. Request for a Name Change

Candidates who change their name legally by marriage, divorce or deed poll may ask BCS to update their details on the relevant BCS databases. This can be done in writing using the Request for Name Change Form. There is no fee for this service.

## 4. Gender Change / Transition

Candidates who change their gender must provide BCS with the relevant statutory declaration of name change. Most high street solicitors can help you draw one up and it is relatively quick and inexpensive to do so. Alternatively, you can provide a signed and dated letter from the Gender Identity Clinic which confirms the change in your gender.

## 5. Acceptable Forms of ID for a Name Change

Any candidate who wishes to change their name should supply one of the following: -

- Marriage Certificate
- Dissolution Decree
- Deed Poll Document
- Official Letter from the Gender Identity Clinic

Candidates who wish to revert to their maiden name can do so before their dissolution decree has been received by providing a copy of their marriage certificate. This is because the marriage certificate is a legal document which records the maiden name.

BCS recommends that you send a copy by post, email or fax.

If these documents are not available, then the candidate must provide photographic identification in the old and new name and one other (different) document in the new name listed below:

- Driver's licence
- Passport
- Military ID
- Staff ID
- Utility, telephone or medical bill

## 6. Name change exceptions (when no ID is required)

Minor changes to the candidate's name can be done without documentary evidence over the phone, by email or fax. Exceptions are at the sole discretion of BCS. Such instances include, but are not limited to:

- Informal first names are used (for example James vs Jimmy)
- Names which have been entered in the incorrect order (for example John Smith entered as Smith John)
- Middle names which were recorded as an initial and now to be changed to the full name and vice versa (for example John P Smith to John Peter Smith or John Peter Smith to John P Smith)
- Adding or deleting a hyphen
- Name discrepancies which are deemed minor
- Adding or deleting an apostrophe
- Splitting a name into two parts or combining two names (for example JiChui to Ji Chui or Sung Gyi to Sunggyi)
- Changing a last name/ surname back to a maiden name *only if the maiden name is already in the system.*

## 7. Replacement Certificates following a Name Change

Once a name change has been recorded, candidates may ask for replacement paper certificates in the new name. There is a fee for this service, please contact the BCS Customer Service team for the current fee. E-certificates can be downloaded at no cost once the changes have been made by BCS.

## 8. Review and Monitoring

This policy will be reviewed on an annual basis in line with departmental quality standards and regulatory criteria. We will also take into account any customer feedback, trends from our internal monitoring arrangements, changes in our practices, actions from the Awarding Bodies or other relevant external agencies as well as changes in legislation. If you would like to feed back any views, please contact us.

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