



## Name Changes/ID Information

To take any NCCPA exam, examinees **must present two forms of ID at the testing center**; a primary and secondary ID or two primary IDs.

**Please keep the following in mind regarding acceptable and unacceptable IDs:**

- All IDs must contain the **examinee's pre-printed name**.
- All IDs must contain the examinee's **signature in the designated signature area** when initially presented at the test center. An ID that is not already signed cannot be signed after arrival at the test center and used as acceptable ID.
- All IDs must be **valid (not expired)**. IDs are considered to be valid (not expired) as long as they do not contain an expiration date that has passed. If there is no expiration date on an ID, it is considered to be valid.
- **Primary IDs** must contain a **permanently affixed photo** of the examinee.
- All IDs must be an **original document** (not a photocopy, fax, or digital version).
- **First and last names on the IDs presented must match the name in NCCPA and Pearson VUE's databases**. However, we will accept a first name initial if the middle name is spelled out and matches. A nickname on one form of ID and the full name on another form of ID is not acceptable.
- **More than one difference in a name is not acceptable**.
- If a candidate presents an ID that is expired or invalidated (for example if corner of the ID has been clipped) it may be accepted as long as it meets the other ID requirements and is accompanied by paperwork indicating that the candidate has filed for a renewal. The renewal paperwork does not need to have a photograph and signature.
- Grace periods are not recognized. For example, if an examinee's driver's license expired yesterday and the state allows a 30-day grace period for renewing the license, the ID is considered to be invalid.
- The most common difference of a middle name or initial on one ID and not on the other is acceptable. Additionally, a middle initial on one ID and a middle name on the other is also an acceptable difference.

If your name has changed, you can initiate a request for NCCPA to change your name by signing in to your NCCPA portal and selecting "My Account" to access the Personal Information screen. Select "Update" next to your name and proceed with the next steps.

Please note that a name change is not final until NCCPA receives a copy of your driver's license, passport, or military ID, and a copy of a court-issued document (i.e., court order, marriage license, divorce decree) to support changing your name. After submitting the request in the portal, please email these supporting documents and your NCCPA ID number to [namechanges@nccpa.net](mailto:namechanges@nccpa.net).

Your information will be reviewed and your record will be updated within 2 to 3 business days of receiving the approved supporting documentation.

**The following are a list of examples of acceptable forms of ID:**

*Primary ID*

**The primary ID must be a valid (not expired) original document (not a photocopy, fax, or digital version) and contain a permanently affixed photo of the examinee, along with the candidate's pre-printed name and their signature in the designated signature area.**

**Acceptable examples (as long as they meet the above criteria) are:**

- Driver's license
- Passport
- Military ID (no visible signature required)
- Student ID
- Naturalization Papers
- International driver's license issued by government
- Employee ID
- State-issued ID

*Secondary ID*

**The secondary ID must be a valid (not expired) original document (not a photocopy, fax, or digital version) and contain the examinee's pre-printed name and their signature in the designated signature area.**

**Acceptable examples (as long as they meet the required criteria) are:**

- Driver's license
- Employer ID
- Military ID (no visible signature required)

- Student ID
- Social Security card
- Credit card

**The following are the guidelines for what name differences will and will not be accepted. However, they must also meet the criteria above.**

		Difference	Acceptable
Frank H. Jones	Frank H. Jones, Jr.	Suffix difference	Yes
E. Smith	Elizabeth Smith	First name on one, first initial on the other	<b>No</b>
J. Mary Doe	Mary Doe	First initial on one, no first name on the other	<b>No</b>
W. Jerry Smith	William Jerry Smith	First initial on one, first name on the other	Yes
Lisa Mcdonald	Lisa McDonald	Capitalization difference	Yes
MaryAnne Wells	Maryann Wells	Capitalization and one letter difference	Yes
Christina M. Jones	Christina Marie Jones	Middle initial on one, middle name on the other	Yes
Christina M. Jones	Christina Jones	Middle initial on one, no middle name or initial on the other	Yes
Christina Marie Jones	Christina Jones	Middle name on one, no middle name or initial on the other	Yes
James O'Connell	James OConnell	Apostrophe difference	Yes
Christina M. Jones (first, middle, last)	C.M. Jones (first, last)	First name on one, two initials on the other	<b>No</b>
Jennifer Rose Johnson	Jennifer Marie Johnson	Different middle names	<b>No</b>
Christina M. Jones	Christina L. Jones	Different middle initials	<b>No</b>
Christina M.L. Jones	Christina M. Jones	Two middle initials on one, one middle initial on the other	Yes
Christina M.L. Jones	Christina Jones	Two middle initials on one, no middle initials on the other	Yes
Christina M. Jones	Christina Mayer-Jones	Hyphenated name on one, part of hyphenated name and initial on the other	Yes
Sarah Johns-Wells	Sarah Wells	Part of hyphenated name on one and not the other	Yes
Christina Mayer-Jones	Christina Mayer	Part of hyphenated name on one, two hyphenated names on other	Yes

Christina Mayer-Jones	Christina Mayer Jones	Hyphenation difference	Yes
Sandra M. Jones	Sandy M. Jones	Nickname on one, full name on the other	<b>No</b>
Maria J. Jones Martin	Maria Jones Martin	Middle initial and second middle name on one, single middle name on the other	Yes
Maria Jane Jones Martin	Maria Jones Martin	One name missing if at least two names match	Yes
Christina Mayor-Jones	Christina Mayer-Jones	One letter difference if three names are shown	Yes
James Johnson	James Johmson	One letter difference if only two names are shown	<b>No</b>
Donald Alexander	Donald Alexandre	Letters swapped if only two names are shown	<b>No</b>
Donald James Alexander	Donald James Alexandre	Letters swapped if three names are shown	Yes
Mary Elizabeth Smith	Mary Smith Jones	Maiden name on one, middle name on the other	<b>No</b>
Russell Evan	Evan Russell	First and last names reversed	Yes
Evan Russell Stanley	Evan Stanley Russell	Three names not in matching order	Yes
Satveer G.	G. Satveer	Initial and name reversed	<b>No</b>
Satveer G.	Satveer Gupta	Last initial on one, last name on the other	<b>No</b>
J. P. Jones	John Peter Jones	Two initials on one, two names on the other	<b>No</b>
Madonna	Madonna Ciccone	One name on one, two names on the other	<b>No</b>
Maria Alonzo Gonzales Roberta Garcia	Maria Alonzo Garcia	All names do not appear but first and last name match exactly	Yes
Arnold Schwarzenegger	Arnold Schwarzeneg	Name truncated (shortened) to fit into field	Yes
Jo Ann Smith (first, last)	JoAnn Smith (first, last)	Typo: extra space in first name	Yes
MaryAnn Schmidt (first, last)	Mary Ann Schmidt (first, middle, last)	Spacing	Yes
Lisa McDonald (first, last)	Lisa Mc Donald (first, last)	Typo: extra space in last name	Yes