

CISI Candidate Policy 10: Name Change Policy

This policy relates to candidates who have changed or intend to change their name.

10.1 Name change procedure

Candidates who change their name, for example by marriage, divorce or deed poll, must inform the CISI prior to their next examination sitting. Full written details and all relevant documentation must be submitted to the Data Integrity Executive. Original documents and certified photocopies of documents are acceptable. Failure to submit the relevant documentation may result in refusal of entry to an examination, or incorrect examination certification being provided.

10.2 Entry to an examination

All candidates must provide relevant identification to gain entry to an examination. Please refer to the CISI Examination Regulations available on the CISI's website, cisi.org, for a list of acceptable identification. If the name on the identification provided by the candidate does not match the name the examination was booked under, admission to the examination will be refused, unless the relevant documentation can be provided to prove that the candidate has changed their name.

10.3 Replacement certificates

Original certificates can only be issued as a result of a candidate changing their name when the candidate has submitted the relevant documentation (only original and certified copies are acceptable) to the Data Integrity Executive. If the original certificate in the candidate's previous name is not returned to the CISI, the certificate issued will be marked 'REPLACEMENT'.

Please refer to the Certificates Policy (section 8 of the CBT policies) for further information on replacement certificates.