



## Examination Requirement: Proper ID

If you have already been approved to sit for an exam you will need to [Contact Us](#) to let us know you need your name updated in Pearson Vue.

Admission to the examination site requires candidates to provide two forms 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

Profile Training Certification Applications RBT

My Profile Information

**Ima Cardholder**

Primary Phone:  
Additional Phone 1:  
Additional Phone 2:  
Email Address:  
Fax:  
Account Number:

[Update Profile](#) [Update Password](#)

**SUBMIT NAME CHANGE**

### State Drivers License



Example from [www.dmv.ca.gov](http://www.dmv.ca.gov)

Profile Training Certification Applications RBT

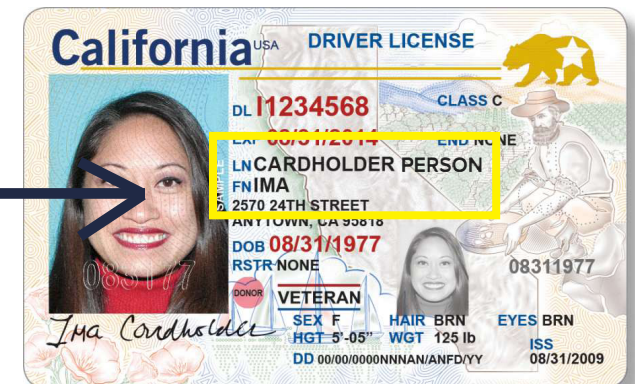
My Profile Information

**Ima Cardholder Person**

Additional Phone 1:  
Additional Phone 2:  
Email Address:  
Fax:  
Account Number:

[Update Profile](#) [Update Password](#)

**MATCH**



Example from [www.dmv.ca.gov](http://www.dmv.ca.gov)



# 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.

