



BACB Portal Account Name Change: Requirements and Instructions

Updating Your Name in Your BACB Portal Account

To ensure accurate records and timely processing of applications and certification requests, the name in your BACB portal account must match your current legal name as shown on your government-issued identification. If your legal name has changed or does not match your identification, you must submit a name change request through your portal account. This document explains when to request a name change and the documentation required to process your request.

Reasons to update your account:

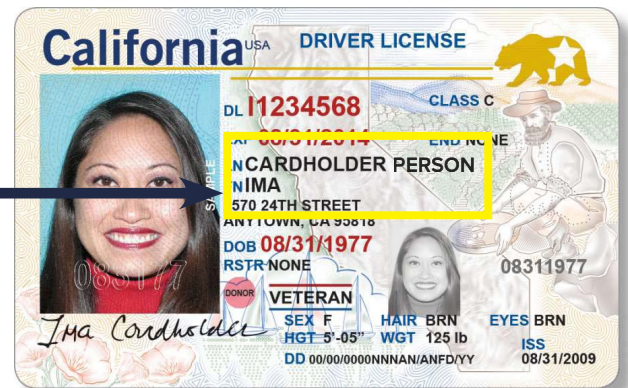
- Your name has changed since you created your BACB portal account.
- Your name in your account does not match your current identification.
- You would like to notify the BACB of a prior name for application documentation.

How to determine if the name in your account does not match your identification:

BACB Portal Account

BACB ACCOUNT
Name: Ima Cardholder
Primary Phone Number:
Email:

Identification



SUBMIT NAME CHANGE

BACB ACCOUNT
Name: Ima Cardholder Person
Primary Phone Number:
Email:



MATCH

Example from www.dmv.ca.gov

Example from www.dmv.ca.gov

Name Change Documentation Requirements

Before we can complete your name update request, you must submit legal evidence of the name change through your BACB portal account. You must provide a copy of your court documents showing your updated name *and* a copy of your current government-issued ID in English that reflects your requested name. Any documentation submitted in a language other than English must include a certified translation with the submission.

Examples of acceptable documents:

Government-issued identification

Driver's license
Passport
Military ID
Permanent resident card

Court documents

Marriage certificate
Divorce decree
Name change decree
Certificate of Naturalization

Examples of unacceptable documents:

Social Security card
Birth certificate
Credit card
Utility bill

To update your name in your portal account or notify us of a prior name:

1. Log in and, under "My Account," choose "Profile Settings."
2. Click "Name Updates" and select the type of request.
3. Enter your full legal name as shown on your ID.
 - If you would like to have your middle name visible on your RBT Certification email, add it to the end of your first name.
4. Upload the required supporting documentation.
5. Click "Submit."

Type of Name-Change Request*

My name has changed since creating a BACB account

- Enter your full name as shown on your current government-issued ID, paying attention to capitalization and special characters.
- Upload a copy of your court documents showing the name change.
- Upload a copy of your current government-issued, English-language ID indicating your new name.

New Name

First Name*

Middle Name

Last Name*

Suffix

The maximum file size is 10 MB.

File Type	Saved	File Name	Upload File	Delete
Court Documents	Required - ✗		Drag and drop file here or Browse for file	
Government Issued ID	Required - ✗		Drag and drop file here or Browse for file	

Former Name

First Name *

Middle Name

Last Name *

Suffix

The maximum file size is 10 MB.

File Type	Saved	File Name	Upload File	Delete
Court Documents	Required - ✗		Drag and drop file here or Browse for file	
Government Issued ID	Required - ✗		Drag and drop file here or Browse for file	

Exam Requirements

If you are taking an exam, allow up to 2 weeks for the BACB to review your request and notify Pearson VUE of your name update before scheduling your exam. At the testing center, you will be asked to provide at least one form of valid identification, which must display your name exactly as it appears in your BACB portal account.

See [Pearson VUE's](#) website for additional details.