

# CBIC Identification Policy for Prometric Testing

On the day of your exam, you must bring **valid, government-issued identification** with:

- A recognizable photograph
- Your signature
- First and last name that exactly match the name you used to register for the exam

Your identification should be written and signed in **Latin characters**\*

If the name on your identification does **not** match your exam registration, contact CBIC at [info@cbic.org](mailto:info@cbic.org) at least five business days before your testing date.

## Acceptable Name Discrepancies:

- One version of a candidate's name has a middle initial or middle name while the other does not. For example, John E. Smith vs. John Smith or Mary R. Smith vs. Mary Rose Smith.
- First name is provided formally on one document, but a typical variation is used on another document. For example, Michael Jones vs. Mike Jones
- Maiden name is used as a middle name in one document while given name is used on another document. For example, Donna Jones White vs. Donna Liz White.

## Unacceptable Name Discrepancies:

- Substitution of another name for either the first or last name or both names. For example, Smith to Jones or John to James is not permitted.

*\*CBIC candidates are permitted to test using a primary identification that is not in Latin characters, provided they present a secondary identification (such as a credit card, debit card, or any other card that includes the candidate's full name and signature in Latin characters). This secondary identification may be used to complete the identity verification process.*

## Expired Identification

An expired government-issued identification may be accepted only if you also bring proof of renewal, such as:

- Proof of renewal through a copy of a temporary government-issued form of identification **and**
- The expired identification

## **Identification without a Signature**

If your primary identification meets all requirements and is in Latin characters, but does not include a signature, you must also bring a secondary identification. The secondary identification must:

- Include your signature (in Latin characters\*)
- Show the same first and last name as your primary identification and exam registration

*\*If the primary identification does not include a signature and is not in Latin characters, the secondary identification (such as a credit card, debit card, or any other card that includes the candidate's full name and signature) must be in Latin characters and may be used to complete the identity verification process.*

Please refer to the tables below for a comprehensive breakdown of acceptable primary and secondary forms of identification at testing center and remote proctored appointments.

## **Testing Center:**

<b>Primary Forms of ID</b>	<b>Secondary Forms of ID</b>
State Issued Driver's License	Photo Bearing Employee ID Card
Valid Passport	Bank Automated Teller Card
Citizenship Card*	Valid Credit Card with Signature
Military ID	Social Security Card

\*Regarding Citizenship Cards, there are two versions: a physical card and a paper-based version. Prometric does not accept any paper-based identification. Only physical, government-issued identifications that meet Prometric's security requirements are accepted.

## Remote Proctor:

Primary Forms of ID	Secondary Forms of ID	Invalid ID
State Issued Driver's License	Photo Bearing Employee ID Card	Military ID*
Valid Passport	Insurance Cards	Social Security Cards
	Membership Cards	Birth Certificates
	Library Card	Debit/Credit Cards

\*Prometric does not accept Military IDs for remote testing, as the U.S. Department of Defense does not allow Military IDs to be photocopied. Since remote testing requires capturing a photo of the ID, this would be considered a photocopy and is therefore not permitted.

**NOTE:** If you do not provide correct identification at the time of the exam, it is considered a missed appointment. Your first and last name on your identification must match exactly what you use to submit your application. You will be required to pay another full exam fee before choosing another appointment.