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www.NCTRC.org

Fax ♦ (845) 639-1471

NCTRC Name Change Request Form

NCTRC candidates and certificants are required to complete this form to change their legal name within the official NCTRC records. If you want to only change your address, please submit your request to nctrc@nctrc.org or fax to 845-639-1471.

NCTRC requires two forms of government issued identification in order to process name changes. Please submit copies of the following:

- Government issued identification (i.e., current (valid) driver's license, state identification card, or a current (valid) passport)
- Marriage certificate, divorce decree, or court order that shows the legal name change

Upon receipt of the required material NCTRC will complete the name change in the official records.

New Name Information:

First Name _____ Middle Name _____ Last Name _____

Previous Name _____

NCTRC Certification ID# (if applicable) _____

Current Mailing Address _____

Work Phone _____ Home Phone _____

Fax _____ Email _____

Signature _____

New Credential:

Please mail a new card and certificate with my new name for \$20.00 (each item is \$10.00).

Yes No

Do not submit fee if submitting this form with your annual maintenance fee.

Payment Options: NCTRC accepts Credit Cards, Checks and Money Orders.

Name as it appears on card _____

Card Number _____

Expiration Date ___ / ___

By signing below I do hereby authorize NCTRC to charge \$ _____ to the above Visa/MasterCard/American Express Account

Signature (required): _____

Date: _____