

## NAME CHANGE POLICY

POLICY NUMBER: CR003-001

DATE APPROVED: July 2020

DATE TO BE REVIEWED: July 2023

DISTRIBUTION: NSCMIRTP Registrants

COMMITTEE: Credentials Committee

DATE(S) REVIEWED (REVISED):

ISSUING AUTHORITY: NSCMIRTP Board

APPROVAL:



### POLICY

This policy stipulates that all registrants of NSCMIRTP are expected to ensure the name they are registered under in the registry corresponds to the name they use in professional practice. If a registrant has a name change it is the registrants' responsibility to supply government issued documentation within 10 working days of receiving this documentation to support name change in the registry.

### RATIONALE

Name is a critical means for the public and NSCMIRTP to identify a registrant. Incorrect names in the registry can create issues for the public, employers, and regulators in identifying an individual. This Policy establishes a basic set of requirements for all name changes and aims to assure accurate records for all registrants of NSCMIRTP.

### PROCEDURE

An individual who wishes to change their name in the NSCMIRTP registry is required to provide copies of pertinent government documents such as

- birth certificate or
- change of name certificate issued under the Nova Scotia Change of Name Act or
- marriage certificates or
- divorce certificates or
- other reasonable proof acceptable to the credentials committee

The documentation must be in English and submitted to the NSCMIRTP registrar. The registrar will review documents for acceptability and place electronic copy in registrant's file. If documentation meets requirements, the registrar will update name in registry. If documents are not listed as accepted documents of proof registrar will have credentials committee review acceptability of documents.