



## American Board of Psychiatry and Neurology, Inc.

A Member Board of the American Board of Medical Specialties (ABMS)

### Important - Please Read

These requirements apply to diplomates, candidates and residents who must update their information with the ABPN.

The chart below lists the documents that may be used as forms of identification to provide proof of legal name, date of birth and Social Security number.

1a. For a legal name change, the individual must submit one document that satisfies Group A. In addition, a Social Security card (Group B) and one document from Group C is required. Both B and C\*\* must match the name change.

1b. For a name correction, the individual must submit a Social Security card (Group B) and one document from Group C\*\*. Both B and C must match the name correction.

2. For a Date of Birth correction, the individual must submit a Social Security card (Group B) and one document from Group C\*\* or Group D showing the correct Date of Birth.

3. For a Social Security number correction, the individual must submit a Social Security Card (Group B) and one document from Group C. ABPN only retains the last four digits of a Social Security number for identification.

\*\* For name changes, name corrections, and date of birth corrections, if the document from Group C is a Real ID (gold star), the submission of a copy of the Social Security card (Group B) is waived. For a change of Social Security number, a copy of the Social Security card is always required.

| GROUP A   | GROUP B  | GROUP C  | GROUP D  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>• Marriage certificate that includes a DOB</li> <li>• Divorce decree that includes a SSN # and/or DOB</li> <li>• Court-ordered name change that includes a SSN # and/or DOB</li> </ul> | <ul style="list-style-type: none"> <li>• Signed Social Security Card with current name and with only the last 4 digits visible.</li> </ul> | <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Active Driver's License that is signed.*</li> <li>• Active State ID Card that is signed.*</li> <li>• Active U.S. Military ID Card*</li> <li>• Active Passport that is signed*</li> <li>• Active U.S. Passport Card that is signed*</li> </ul> <p>* Not expired</p> | <ul style="list-style-type: none"> <li>• Adoption Records</li> <li>• Court Order for Change of Birth Date</li> </ul> |

- Documentation will be securely destroyed after verification is complete.
- For degree changes, the ABPN requires a copy of the diploma from the medical school conferring the degree. ABPN does not accept medical licenses or residency certificates as documentation.

- The name and degree in your ABPN Portal account at the time of you passing an examination will be printed on your diplomate certificate. If you change your name with the Board after the examination, you may purchase a new certificate at your own expense.
- If you currently are a candidate for an examination, name changes must be submitted to the Board prior to the first day of an examination administration. You will not be admitted into the examination if your first and last names on your IDs do not match what is on file at the test center.
- Change requests may be emailed to [questions@abpn.org](mailto:questions@abpn.org). Please use 'Attention: Examination Administration' in the subject line. Requests may also be faxed to 847.229.6600.
- As a security measure, the email/fax must include: your date of birth and the last 4 digits of your social security number. For name changes, you must also include how your name should be entered into your ABPN Physician Portal (first, middle, last).

Contact the Board at [questions@abpn.org](mailto:questions@abpn.org) if you have any questions.