Name Correction Form

- **PLEASE PRINT CLEARLY**
- **Email to courseadminfax@restaurant.org**
- **Note: Incomplete and unsigned forms will not be processed**

The intended use of this form is to correct an Examinee's name in the event that the name was spelled incorrectly on an answer sheet or if a legal name change has occurred after the exam date. **Providing false information when submitting this Name Correction Form is subject to prosecution to the full extent of the law.**

EXAMINEE COMPLETES THE FOLLOWING SECTION

Please allow 2-3 business days to process your request

❏ **Misspelled Record:** Please attach a copy of a state issued identification (Driver's license, State ID or Passport) to support the name correction.

❏ **Legal Name Change:** Please attach legal documentation (Example: Marriage license or Certified court order) to support the name change.

❏ **Pearson Vue** Please check here if this name correction is related to a Pearson Vue test.

Current Name on Exam Record

First Name | Middle Initial | Last Name

Print Name Correction Here

First Name | Middle Initial | Last Name

Web User ID | Person ID Number

Email Address

Phone Number

I understand that by signing this form that I am confirming that I sat for this Exam Session Number_____ and am requesting my name to be changed.

Signature | Date