

ParaPro Identification Requirements

You must have acceptable and valid ID with name, signature and photograph for registration and to be admitted to the test session. Your complete name and signature as shown on your ID must match the name you registered under, even if your name has changed (for any reason, including marriage or divorce). If your name has changed since you registered for a test, you must ensure that you have appropriate ID matching the name on your registration to show at the test center. It is recommended that you have ID in the correct name BEFORE you complete the registration process.

- **All documents must be original** and not expired. There is one exception regarding expired documentation. If your driver's license has expired but you have your renewal certificate, these two documents together are acceptable as long as the name on the driver's license and the name on the renewal certificate are the same. If you have renewed your license and you are issued a temporary permit, this can be presented with an acceptable supplemental ID.
- **Photo IDs must be original, recognizable** and not expired. (Exception to expired driver's license with renewal certificate, see above.)
- **Without required identification, the test center staff will not admit you**, You will not be permitted to test. If test center staff questions the ID you present, you may be required to provide supplemental ID. For this reason, we encourage you bring two forms of approved ID each time you report to assessment center. If positive confirmation cannot be made, you may not be permitted to test or your test score may be withheld.
- **No copies** will be accepted.
- When registering, **use your name exactly as it appears on your primary ID**. If the name shown on your primary ID does not match your registration record, you will not be permitted to test.
- Provide your entire first name (given name) and entire last name (family name). Enter names exactly as they appear on your ID. If your identification contains two last names, you must enter the names exactly as they appear on your identification.
- If your name has changed for any reason, including marriage, you must present primary ID in the name under which you registered for the test. Marriage certificates and divorce decrees will not be accepted to confirm name differences.
- If the first name on your primary ID contains only a first initial, a supplemental ID will be required.
- If your ID does not contain your signature, you must sign it or present a supplemental ID.
- If the test center personnel questions the ID, you will be required to present additional proof of identity. If positive confirmation cannot be made, you may be refused admission to the test session. You will have to submit a new registration in order to test (at a later date).
- Test center personnel will check your photo identification before seat assignment.
- Cases of questionable identification are subject to review and approval by the Test Coordinator.

ACCEPTABLE PRIMARY IDENTIFICATION DOCUMENTS

Only one form of primary ID is needed containing your name, photograph and a signature.

Acceptable primary ID documents include:

- passport with name, photograph and signature
- valid government-issued driver's license with name, photograph and signature
- state or province ID issued by a motor vehicle agency with name, photograph and signature

- national ID with name, photograph and signature
- military ID with name, photograph and signature

Supplemental ID may be required if the test coordinator has concerns about the primary ID. If your primary ID does not contain your signature, sign the document or present an acceptable supplemental ID document.

ACCEPTABLE SUPPLEMENTAL IDENTIFICATION DOCUMENTS

If your primary ID is missing your photo or signature, or is otherwise questionable or unacceptable, you must present a current supplemental ID in addition to your primary ID. The supplemental ID must contain your name, a clear, recent photo and your signature. Supplemental ID documents may *not* be used to resolve last name discrepancies. The last name on your primary ID *must* match the name on your admission ticket.

Acceptable supplemental ID documents include:

- government-issued ID, including, but not limited to:
 - passport
 - driver's license
 - state/province ID card
 - national ID
 - military ID
- student ID
- confirmation letter of identity from your educational institution: The letter must be typed on school letterhead with the name and signature of the school official. The school seal must overlap your photo and not be older than 1 year from testing date. It must also include:
 - name
 - date of birth
 - recent, clear photo
 - your signature
 - date of issue

UNACCEPTABLE ID DOCUMENTS

- any expired ID (Exception: an expired driver's license will be accepted WITH the renewal certificate, provided the name on both documents is the same.)
- any document that does not bear your last name exactly as it appears on your admission ticket
- international driver's license
- draft classification card
- international student ID
- credit/debit card of any kind
- notary-prepared letter or document
- Social Security card
- employee ID card
- birth certificate
- learner's permit or any temporary identification document
- photocopied document

It is your responsibility to ensure that your ID documents are up-to-date and available on the day of the test.