

**BCS, The Chartered Institute for IT**  
**Name and Gender Change Policy**  
**August 2019**

# CONTENTS

- 1. Policy .....3
- 2. Scope .....3
- 3. Request for a Name Change .....3
- 4. Gender Change / Transition .....3
- 5. Can a third party ask for a change to be made?.....3
- 6. Acceptable Forms of ID for a Name Change.....4
- 7. Acceptable Forms of ID for a Gender Change .....4
- 8. Name change exceptions (when no ID is required) .....4
- 9. Replacement Certificates following a Name Change.....5
- 10. Review and Monitoring.....5

# 1. Policy

This policy defines BCS' approach to amending names or the gender of a person that has their data lodged with BCS. If a person wants to be known by a different name then they can change their name at any time, provided that person does not intend to deceive or defraud another person. This policy is based on elements of the following legislation:

- Data Protection Act 2018;
- The Enrolment of Deeds (Change of Name) Regulations 1994;
- Equality Act 2010;
- Equality Challenge Unit Guidance for HEI's;
- Home Office Change of Names Guidance.

BCS must ensure that all records relate to a person and that all documentation issued by BCS reflects this. Any requests to change the name and/or title on official documentation must be clearly documented and should only be undertaken if all elements of the policy have been adhered to.

# 2. Scope

The policy applies to anyone whose records are maintained on the BCS databases. It does not apply to BCS employees.

BCS cannot make changes to our records unless documents are provided showing *legal* evidence of the name and/or gender change.

# 3. Request for a Name Change

Persons who legally change their name by way of marriage, divorce or deed poll may ask BCS to update their details on the relevant databases. This can be done in writing using the Name Change Form. There is no fee for this service.

# 4. Gender Change / Transition

Following the creation of the 'Gender Recognition Act 2004, persons who wish to have their acquired gender legally recognised, and changed on our databases, must provide BCS with a copy of their Gender Recognition Certificate. Persons who legally change their gender may ask BCS to update their details on the relevant databases. This can be done in writing using the Gender Change Form. There is no fee for this service.

# 5. Can a third party ask for a change to be made?

For reasons of security and data protection, all name change requests must be made by the person themselves; requests on their behalf cannot be accepted from third parties.

## 6. Acceptable Forms of ID for a Name Change

Any person who wishes to change their name should supply one of the following: -

- Marriage Certificate;
- Dissolution Decree;
- Deed Poll Document;
- Change of Name Deed.

Persons who wish to revert to their maiden name can do so before their dissolution decree has been received by providing a copy of their marriage certificate. This is because the marriage certificate is a legal document which records the maiden name.

BCS recommends that you send a copy by post or email.

If these documents are not available, then the person must provide photographic identification in the old and new name and one other (different) document in the new name listed below:

- Driver's licence;
- Passport;
- Military ID;
- Staff ID;
- National Identity Card;
- Birth Certificate;
- Utility, telephone or medical bill (issued in the previous 6 months)

## 7. Acceptable Forms of ID for a Gender Change

- Gender Recognition Certificate;
- Statutory Declaration of Change of Name.

## 8. Name change exceptions (when no ID is required)

Minor changes to the person's name can be done without documentary evidence over the phone, by email or fax. Exceptions are at the sole discretion of BCS. Such instances include, but are not limited to:

- Informal first names are used (for example James vs Jimmy)
- Names which have been entered in the incorrect order (for example John Smith entered as Smith John)
- Middle names which were recorded as an initial and now to be changed to the full name and vice versa (for example John P Smith to John Peter Smith or John Peter Smith to John P Smith)
- Adding or deleting a hyphen
- Name discrepancies which are deemed minor
- Adding or deleting an apostrophe
- Splitting a name into two parts or combining two names (for example JiChui to Ji Chui or Sung Gyi to Sunggyi)
- Changing a last name/ surname back to a maiden name *only if the maiden name is already in the system.*

## **9. Replacement Certificates following a Name Change**

Once a name change has been recorded, individuals may ask for replacement paper certificates in their new name. There is a charge for this service, please contact the BCS Customer Service team for the current fee. e-Certificates can be downloaded without charge once the changes have been made by BCS.

In the case of BCS Regulated qualifications, i.e. ECDL, HEQ and Apprenticeships, name changes on certificates will only be made in extenuating circumstances, such as gender change.

## **10. Review and Monitoring**

This policy and will be reviewed on an annual basis in line with departmental quality standards and regulatory criteria. We will also consider any customer feedback, trends from our internal monitoring arrangements, changes in our practices, actions from the Awarding Bodies or other relevant external agencies as well as changes in legislation. If you would like to feed back any views, please contact us.

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