

NAME CHANGE POLICY



POLICY NUMBER: CR003-001

DATE APPROVED: XXXX

DATE TO BE REVIEWED: XXXX

DISTRIBUTION: NSAMRT Registrants

COMMITTEE: Credentials Committee

DATE(S) REVIEWED (REVISED): XXXX

ISSUING AUTHORITY: NSAMRT Executive Council

APPROVAL: 

POLICY

This policy stipulates that all registrants of NSAMRT 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 NSAMRT 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 NSAMRT.

PROCEDURE

An individual who wishes to change their name in the NSAMRT registry is required to gather and provide copies of pertinent government documents such as birth certificate or change of name certificate issued under the Nova Scotia Change of Name Act and marriage certificates. The documentation must be in English and submitted to the NSAMRT 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 these documents are not available you may attach a copy of a current Canadian passport or a Canadian Immigration Record and Visa or Record of Landing.