EXAM IDENTIFICATION POLICY

You will **not** be allowed to check in or take your scheduled exam without presenting **two** valid forms of identification which meet the policy requirements stated below. If you are refused admission to the exam, for any reason, you will receive no test results, credit, or refund of any kind.

Any exceptions to the ID policy must be preapproved by FDPI at least five (5) business days before the scheduled exam appointment. Failure by test administrators to detect an invalid ID does not imply that the ID is valid or that your results will ultimately be reported.

Test Center Exam:

You must bring two (2) valid forms of identification (ID) to the test center. During check-in, you will be asked to present a primary, government-issued ID **and** a secondary form of ID.

- **Both IDs** must be valid, current (not expired), original documents (not copies) that contain your **first name, last name and signature.**
    - Copies, including digital copies, of identification **will not** be accepted.
    - Any government-issued ID that does not contain a visible signature or that has an embedded signature must be supplemented with an original, unexpired ID that has at least a matching name and signature.
    - Expired IDs accompanied by valid renewal papers will not be accepted.
- Your **first and last name** on **both** forms of identification must EXACTLY match the legal first name and last name fields in your fdpinstitute.org account profile.
    - Middle names are **not** considered when matching IDs.
    - Hyphens and diacritical marks (e.g., à, ü, é, ç) are **not** considered when matching IDs.
    - Suffixes (e.g., Sr., Jr., III) are **not** considered when matching IDs.
- **Primary identification (you must present one [1]):**
    - Acceptable forms of identification include:
        - Driver's license
        - State ID card
        - Passport
        - Military ID (Acceptable without signature, see additional requirements)
        - Other government issued ID
        - National ID card
        - EU ID card
    - Must be government-issued by the country in which you are testing OR must be a passport from your country of citizenship.
    - Must contain your first name, last name, a recognizable photograph of yourself, and a signature.

- o FDPI's preferred primary form of identification is a valid passport or driver's license.
- o Additional requirements: Any government-issued ID that does not contain a visible signature or that has an embedded signature must be supplemented with an original, unexpired ID that has at least a matching name and signature. This would be in addition to the secondary identification required below.
- **Secondary identification (you must present one [1]):**
  - o Acceptable forms of identification include:
    - o Driver's license
    - o State ID card
    - o Passport
    - o Military ID
    - o Other government issued ID
    - o National ID card
    - o EU ID card
    - o Credit card
  - o Must be valid, unexpired ID including name and a signature that may or may not be photo bearing.
  - o Must be an original document. Copies of identification are unacceptable.
  - o Your first and last name must EXACTLY match the legal first name and last name fields in your fdpinstitute.org account profile.

Online Proctored Exam:

You must present two (2) valid forms of identification during check-in for your exam. During check-in, you will be asked to present a primary, government-issued ID **and** a secondary form of ID.

- **Both IDs** must be valid, current (not expired), original documents (not copies) that contain your **first name, last name and signature.**
  - o Copies, including digital copies, of identification **will not** be accepted.
  - o Any government-issued ID that does not contain a visible signature or that has an embedded signature must be supplemented with an original, unexpired ID that has at least a matching name and signature.
  - o Expired IDs accompanied by valid renewal papers will not be accepted.
- Your **first and last name** on **both** forms of identification must EXACTLY match the legal first name and last name fields in your fdpinstitute.org account profile.
  - o Middle names are **not** considered when matching IDs.
  - o Hyphens and diacritical marks (e.g., à, ü, é, ç) are **not** considered when matching IDs.
  - o Suffixes (e.g., Sr., Jr., III) are **not** considered when matching IDs.

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- **Primary identification (you must present one [1]):**
  - o Acceptable forms of identification include:
    - o Driver's license
    - o State ID card
    - o Passport
    - o Military ID (Acceptable without signature, see additional requirements)
    - o Other government issued ID
    - o National ID card
    - o EU ID card
  - o Must be an original document. Copies of identification are unacceptable.
  - o Must be government-issued by the country in which you are testing OR must be a passport from your country of citizenship.
  - o Must contain your first name, last name, a recognizable photograph of yourself, and a signature.
  - o FDPI's preferred primary form of identification is a valid passport or driver's license.
  - o Additional requirements: Any government-issued ID that does not contain a visible signature or that has an embedded signature must be supplemented with an original, unexpired ID that has at least a matching name and signature. This would be in addition to the secondary identification required below.
- **Secondary identification (you must present one [1]):**
  - o Acceptable forms of identification include:
    - o Driver's license
    - o State ID card
    - o Passport
    - o Military ID (Acceptable without signature, see additional requirements)
    - o Other government issued ID
    - o National ID card
    - o EU ID card
  - o Must be valid, unexpired ID including name and a signature that may or may not be photo bearing.
  - o Credit cards are not acceptable due to image capture during verification process.
  - o Must be an original document. Copies of identification are unacceptable.
  - o Your first and last name must EXACTLY match the legal first name and last name fields in your fdpinstitute.org account profile.