



Process to Request a Change of Registrant Name and/or Sex Designation (Gender)

CLPNNL issues licenses to LPNs in the name that appears on official government identifications. The name on an LPN's license to practice is the name that appears on the CLPNNL's website public register "Find a Nurse". While a registrant's identified gender is not public information, it is collected and retained by CLPNNL.

A registrant's information will be updated on the database to reflect a change of name and/or sex designation (gender), when the change can be validated through government issued identification, and the below identified processes have been completed.

Change of Gender/Sex designation

Requests for changes to gender/sex designation cannot be completed in the Alinity portal. Registrants must submit to CLPNNL a colour copy of a government issued document that indicates the registrant's gender (e.g., Driver's license, passport, birth certificate). CLPNNL will remove an existing Birth Certificate from a registrant's file and replace with a new Birth Certificate indicating gender if a new birth certificate is provided to CLPNNL.

Staff may also request other documentation to confirm the identity of the registrant as per CLPNNL's *Registrant Authentication Policy*.

Change of Name

Requests for changes to name must be made by the registrant via the Alinity member portal. Use of the Alinity member portal requires a password and uses two-factor authentication to validate that the request is being made by the registrant. Where a registrant presents in person to request a change to their name, staff shall direct them to their Alinity member portal to make their request.

1. The registrant logs into their Alinity portal to view their member profile.
2. The registrant selects *edit profile*.
3. In the *Name* field, the registrant selects *click to request change to name*.
4. The registrant uploads the required documentation as outlined below.
5. An administrative stop remains in place until an administrator views the requested changes and validates that the required supporting documentation has been provided.

The following supporting documentation is required:

- **Change of last name due to marriage**
 - government issued Marriage Certificate

 - **Change of last name back to maiden name**
 - government issued birth certificate (if not already on file)

 - **Change of name following legal name change**
 - government issued change of name certificate; or,
 - government issued photo identification in the new name
6. Once reviewed, the administrator approves the change or contacts the registrant for clarification if required.
 7. CLPNNL's website public register "Find a Nurse" is automatically updated when a change of name is made in the database.
 8. A request for a correction to information on file with CLPNNL will be processed as a change.
 9. If submitted documents are issued in a language other than English, a certified English translation is required (See Certified English Translation policy).
 10. If staff encounter a request for name and or gender change that is not described above, they shall consult with the CEO/Registrar.