



**To change the name** in your ECFMG® record, you must submit Form 182 and the required documentation, as described below. Although you can check the name in your ECFMG record using ECFMG's On-line Applicant Status and Information System (OASIS), you cannot use OASIS to change your name. **To correct your date of birth**, you must submit Form 182 and the required documentation. **To correct your gender**, you must contact ECFMG Applicant Information Services at (215) 386-5900 or [info@ecfm.org](mailto:info@ecfm.org) for more information.

You can check and update the contact information, including address of residence, phone and fax numbers, and e-mail address\*, in your ECFMG record on-line using OASIS. You can access OASIS on ECFMG's website at [www.ecfm.org](http://www.ecfm.org).

### INSTRUCTIONS

- You may use this form to request changes to the name and date of birth in your applicant record. Complete all sections on pages 3 and 4 of this form, and submit these pages to ECFMG at the e-mail or mailing address listed on page 3.
- If you are requesting a change of name, you must:
  - 1) **Read** the ECFMG Policy on Name Changes on page 2 of this form,
  - 2) **Complete** Form 182 and sign it in the appropriate section,
  - 3) **Attach** a scanned image of the acceptable documentation for name change (see policy on page 2),
  - 4) **Submit** Form 182 to ECFMG. ECFMG will notify you when your name has been changed in your ECFMG record. If your request cannot be processed because you did not submit acceptable documentation or it was otherwise incomplete, ECFMG will notify you.
    - **If you are submitting this request to update your name on the Certification of Identification Form (Form 186) as part of your Application for ECFMG Certification, you must e-mail a scanned image of your completed Form 182 and documentation to [biographicchange@ecfm.org](mailto:biographicchange@ecfm.org).** You must wait to receive ECFMG e-mail confirmation that the name has been changed in your ECFMG record before you may proceed with your Certification of Identification Form (Form 186). You will be notified regarding the status of your request within approximately 10 business days of receipt of your completed Form 182 and documentation.
- If you are requesting a date of birth correction, you must:
  - 1) **Read** the ECFMG Policy on Date of Birth Correction on page 2 of this form,
  - 2) **Complete** Form 182 and sign it in the appropriate section,
  - 3) **Include** a scanned image of one of the acceptable documents for date of birth correction (see policy on page 2),
  - 4) **Submit** Form 182 to ECFMG. ECFMG will notify you when your date of birth has been corrected in your ECFMG record. If your request cannot be processed because you did not submit acceptable documentation or it was otherwise incomplete, ECFMG will notify you.
    - **If you are submitting this request in conjunction with an Application for ECFMG Certification or an exam application, you must e-mail a scanned image of your completed Form 182 and documentation to [biographicchange@ecfm.org](mailto:biographicchange@ecfm.org).** You must wait to receive ECFMG e-mail confirmation that the date of birth has been changed in your ECFMG record before you may proceed with your application. You will be notified regarding the status of your request within approximately 10 business days of receipt of your completed Form 182 and documentation.

\* **Important Note:** Changing your e-mail address using OASIS does **not** update your e-mail address in ECFMG's e-newsletter subscriber lists. If you change your e-mail address and are subscribed to one or more of ECFMG's e-mail newsletters, such as *The ECFMG® Reporter*, you must update your e-mail address for **each** e-newsletter. Visit the Resources section of the ECFMG website at [www.ecfm.org](http://www.ecfm.org), click on the newsletter(s) you receive, unsubscribe your old e-mail address, and subscribe your new e-mail address.

**ECFMG POLICY ON NAME CHANGES**

You must ensure that the name in your ECFMG record matches your name exactly as it appears on your current, unexpired passport.

If you want to request a change of name in your ECFMG record, you must complete Form 182 and provide an explanation of the reason for the name change, accompanied by a scanned image of the appropriate document(s). **ECFMG must be able to determine from the document(s) you submit that your name has legally changed from the name currently in your ECFMG record to the name you are requesting to appear in your record and that you are using this new name consistently. This means that it may be necessary for you to submit more than one document to support your name change request.** For the purpose of changing your name, you must submit your current, unexpired passport (including the pages with your photograph and the expiration date). If additional supporting documentation is required, examples of acceptable documentation include:

- Birth Certificate
- Marriage Certificate/License (if your name change is due to marriage)
- Official Court Order/Name Change Documentation
- Official Immigration Document, including:
  - U.S. Resident Alien Card
  - U.S. Naturalization Certificate
  - Permanent Residence Card
- Driver's License

Attestations are **not** acceptable as documentation to change your name.

All documents submitted to change your name that are not in English must be accompanied by an official English translation that meets ECFMG's translation requirements. (See *English Translations* in the ECFMG *Information Booklet*.) All documents submitted to change your name, including translations, will become a part of your permanent ECFMG record and will not be returned to you.

**If you have a valid *Certification of Identification Form* (Form 186) on file with ECFMG, it will be invalidated when the name in your ECFMG record is changed, and you will be required to complete a new *Certification of Identification Form* (Form 186) before you may apply for examination.**

For complete information, see *Your Name* and *Changing Your Name* in the ECFMG *Information Booklet*.

**ECFMG POLICY ON DATE OF BIRTH CORRECTION**

**If your date of birth is not correct in your ECFMG record, you must complete Form 182 and provide an explanation of why the date of birth you previously provided to us is not accurate, accompanied by a scanned image of one of the following:**

- Passport (including the pages with your photograph and the expiration date)
- Birth Certificate

Attestations and affidavits are **not** acceptable as documentation to correct your date of birth.

All documents submitted to correct your date of birth that are not in English must be accompanied by an official English translation that meets ECFMG's translation requirements. (See *English Translations* in the ECFMG *Information Booklet*.)





# ECFMG® | Request to Change Applicant Biographic Information Form 182

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Signature  
(Must be  
completed.)

I hereby authorize ECFMG to change the information in my applicant record as noted above.  
(Note: The requested change(s) will not be made without your signature.)

Signature (Using the Latin Alphabet)

/

/

Date (Month/Day/Year)

This form is available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org).