



REGISTRAR POLICY

Registered Names, Identity Verification, and Name Changes

Initial Approval: May 29, 2025

Effective Date: May 29, 2025

Reviewed with Changes:

Purpose:

This policy outlines the requirements and procedures for providing proof of identity when applying for registration. It also covers the requirements for preferred names, name changes, addressing name discrepancies, and displaying names on the Practitioner Profile.

1. Evidence of identity for registration:

- 1.1. When applying for registration, all applicants must provide proof of identity and full legal name at the time of application. Applicants must also disclose all previous names or aliases used.¹
- 1.2. A Canadian federal or provincial government-issued Certificate of Indian Status, passport, driver's license, identification card, or birth certificate will be accepted as proof of identity. If the applicant does not hold Canadian government-issued identification of the kind listed, then they must provide:
 - 1.2.1. a similar form of government-issued identification from another jurisdiction (e.g., passport), and
 - 1.2.2. secondary Canadian government-issued evidence of identity (e.g., Canadian work permit, permanent Resident (PR) card, or Canadian citizenship certificate).
- 1.3. If there is a discrepancy between submitted documents, CPSM will request further documentation or a name affidavit, confirming all names by which they are known.

2. Name under which registrants may engage in practice:

- 2.1. Registrants are registered under their full legal name, and full legal names will be included on the Practitioner Profile for registrants who require a profile.² Registrants are only permitted to practice under the name registered with CPSM. Section 3.6 of the Practice Direction for Professional Practice and Inactivity states:

¹ See section 3.2 of the *CPSM General Regulation*.

² See Part 9, Practitioner Profiles', of the *CPSM General Regulation*.

No registrant or medical corporation may practice medicine under any name other than the name that is registered with CPSM, unless the Registrar has approved, in writing, the name under which the registrant or medical corporation intends to practice medicine. A registrant or medical corporation desiring to practice under the name of a clinic, facility or business name that is not registered with CPSM, must send a written request to the Registrar to approve the name the registrant or medical corporation wishes to practice under. The name under which a registrant or medical corporation practices medicine must be published on their Physician Profile.

- 2.2. If a registrant has a preferred name, then they may request to have it added to their registration and Practitioner Profile in accordance with section 3.6. of the Practice Direction for Professional Practice and Inactivity.

2.2.1. A preferred name will not replace a registrant's full legal name on record but will appear as their preferred name.

3. Name changes and updates to practitioner profile:

- 3.1. Registrants must notify CPSM of any changes to their legal name.³

3.1.1. Notice must include satisfactory documentation to support the change. Acceptable evidence may include a legal name change certificate or marriage certificate.

- 3.2. Previous names of registrants will remain visible on the Practitioner Profile to prevent any potential confusion. Previous names and aliases are also maintained in CPSM's registry.

4. Name Changes and Updates to Practitioner Profile:

- 4.1. Registrants practicing under an approved preferred name may submit a request to the Registrar to not have their full legal name or previous name(s) made available to the public, including through the Practitioner Profile. A request under this section would only be approved in exceptional circumstances.

³ See subsection 9.10(1) of the *CPSM General Regulation*.