

Pearson VUE Forms of Candidate Identification



Due to COVID-19 (coronavirus), many candidates in Brazil are unable to renew their identification (ID) while offices are closed. Thus, **expired IDs are temporarily acceptable for candidates testing in Brazil**. Candidates testing in all other countries must present valid (unexpired) IDs.

Candidates testing in Brazil are not required to present renewal paperwork with an expired ID. However, they must still present identification that meets all other ID requirements listed in an exam sponsor's client reference.

In Brazil, do not turn candidates away for presenting an expired ID that meets all other identification requirements. Simply create a case explaining that the expired ID was allowed due to the COVID-19 temporary ID policy. When you create the case, select these options:

Admissions/Check-in

Problem with candidate ID

Some exam sponsors might have additional COVID-19 ID guidelines for their candidates. Be sure to check the exam sponsor's client reference for more information.

This document provides information on the Pearson VUE standard identification (ID) policies. Test administrators must follow these policies when checking in candidates at test centers. There are three tables to reference in this document:

Tables 1-2: Former Standard ID Policy & Pearson VUE Global ID Policy

The first two tables contain the standard ID policies that most exam sponsors follow. Some exam sponsors have unique ID policies that are not standard. Always refer to the exam sponsor's client reference to determine which policy to use.

Pearson VUE is implementing a new standard ID policy called the "Pearson VUE Global ID Policy." In these tables, you will find information on the new policy and former policy, which is called the "Former Standard ID Policy." To ensure a smooth transition to the new policy, exam sponsors will gradually switch over to the new policy instead of all at once.

You must pay careful attention to an exam sponsor's ID policy in the client references and admission steps. This ensures you follow the correct standard policy within this document. Both the former policy and new policy will remain in this document until all exam sponsors have transitioned to the new global ID policy.

Table 3: Additional Information Regarding All ID Policies

The information in this table applies to both the Former Standard ID Policy and the Pearson VUE Global ID Policy. It includes clarification on the following topics:

- Local-language (non-Roman or non-English) IDs and rules for accepting them
- Expired or damaged IDs
- IDs that are unacceptable, such as those issued from sanctioned countries

TABLE 1: Former Standard ID Policy

IMPORTANT: Refer to this table when a client reference notes "Standard list" as the exam sponsor's ID policy

ID requirements vary between exam sponsors. Always refer to the exam sponsor's client reference to determine the correct ID requirements.

General ID requirements for the Former Standard ID Policy:

- All IDs **must be valid** (not expired) and must be an original document (not a photocopy, fax, or digital ID).
- IDs are valid (not expired) if they do not contain an expiration date that has passed. If there is no expiration date on an ID, it is valid.
- Candidates might present an unsigned ID with a designated place for a signature. These IDs are acceptable if the candidate signs the ID in front of you.
- **Primary IDs: Must contain a permanently affixed photo of the candidate and the candidate's signature, unless it is embedded. (See IDs with Embedded Signature in the last bullet.)** Candidates are generally required to provide a primary ID containing a photo. This includes when candidates request to not have their photograph taken during the admissions process (and the exam sponsor permits this).
- **Secondary IDs:** If the exam sponsor requires a secondary ID, it must contain the candidate's signature.
- **IDs with Embedded Signature:** If the ID has no visible signature or one that is difficult or impossible to read, the candidate may be required to present another form of identification from the primary or secondary list which contains a visible signature. Refer to the exam sponsor's client reference.

Universally accepted forms of ID for candidates testing inside or outside their country of citizenship (must be in Roman characters)

Passport

U.S. Passport Card

U.S. Military ID (including military ID for spouses and dependents)

Primary ID (photograph and signature, not expired)

Secondary ID (signature, not expired)

Government-Issued Driver's License, including temporary licenses with all required elements

Note: Refer to "Additional information on Expired Identification" for an exception when presented with a Texas driver's license that carries two expiration dates

U.S. Dept. of State Driver's License

U.S. Learner's Permit (plastic card only with photo and signature)

National/State/Country Identification Card

Passport

Passport cards

Military ID

U.S. Social Security Card

Debit/(ATM) Card

Credit Cards

Any form of ID on the Primary list

Military ID for spouses and dependents
Alien Registration Card (green card, permanent resident, visa)
Government-issued Local Language ID (plastic card with photo and signature)
Employee ID*
School ID*
Credit Card* (A credit card can be used as a primary form of ID only if it contains both a photo and a signature and is not expired. Any credit card can be used as a secondary form of ID, as long as it contains a signature and is not expired. This includes major credit cards, such as VISA, MasterCard, American Express and Discover. It also includes department store and gasoline credit cards.)
 * These forms of identification cannot be used as primary identification unless specifically indicated in the exam sponsor's client reference.

TABLE 2: Pearson VUE Global ID Policy

IMPORTANT: Refer to this table when a client reference notes Policy 1, 1S, 2, or 2S as the sponsor's ID policy.

ID requirements vary between exam sponsors. Always refer to the exam sponsor's client reference to determine which policy the exam sponsor uses.

General ID requirements for the Pearson VUE Global ID Policy:

- All IDs must be original (not a photocopy or digital ID) and valid (unexpired).
IDs are valid (unexpired) if they do not contain an expiration date that has passed. If there is no expiration date on an ID, it is valid.
- Candidates might present an unsigned ID with a designated place for a signature. These IDs are acceptable if the candidate signs the ID in front of you.
- Primary IDs must be issued from the country in which the candidate is testing (except for EU cards).
If candidates do not have a primary ID from the country in which they are testing, they must present their international travel passport. Their passport must be in Roman characters and from their country of citizenship.
- Secondary IDs can be issued from outside the country in which the candidate is testing. These IDs must be in Roman characters so that test administrators understand them. Otherwise, they are unacceptable.

Policy 1: Primary ID required

Primary ID must be government issued and include the candidate's name, recent, recognizable photo, and signature.

- International travel passport
- Driver's license
Note: Refer to "Additional Information on Expired Identification" for an exception when presented with a Texas driver's license with two expiration dates
- Military ID (includes spouse and dependents)
- Identification card (national/state/province ID card)
- Alien registration card (green card/permanent resident/visa)

- Government-issued local language ID (not in Roman characters): *accepted only if issued from the country the candidate is testing in*

Exceptions (Additional Allowances):

- **European Union candidates testing in the EU Zone:** EU card
- **Candidates testing in Japan:** See the policy at <https://www.pearsonvue.co.jp/test-taker/Tutorial/Identification-1.aspx>
- **Embedded or no signatures:** A government-issued ID with an embedded (not visible) signature or no signature must be supplemented with an original (not a photo copy), valid (unexpired) ID that has at least a matching name and recent, recognizable photo **or** a matching name and visible signature.

Policy 1S: Primary and secondary IDs required

Primary ID

Primary ID must be government issued and include the candidate's name, recent, recognizable photo, and signature.

- International travel passport
- Driver's license
 - Note:** Refer to "Additional Information on Expired Identification" for an exception when presented with a Texas driver's license with two expiration dates
- Military ID (includes spouse and dependents)
- Identification card (national/state/province ID card)
- Alien registration card (green card/permanent resident/visa)
- Government-issued local language ID (not in Roman characters): *accepted only if issued from the country the candidate is testing in*

Exceptions (Additional Allowances):

- **European Union candidates testing in the EU Zone:** EU card
- **Candidates testing in Japan:** See the policy at <https://www.pearsonvue.co.jp/test-taker/Tutorial/Identification-2.aspx>
- **Embedded or no signatures:** If a candidate presents a government-issued ID with an embedded (not visible) signature or no signature, the candidate is permitted to test as long as the IDs meet the other requirements for primary and secondary IDs

Secondary ID

Any ID containing at least a name and signature **or** name and recent, recognizable photo that follows the ID requirements at the beginning of this table.

For example, bank/debit cards and credit cards are acceptable if the following conditions are true:

- The card meets the ID requirements at the beginning of this table.
- The card contains a name and signature **or** a name and recent, recognizable photo.

Policy 2: Primary ID required

Primary ID must include the candidate's name, recent, recognizable photo, and signature.

- Passport
- Driver's license
 - Note:** Refer to "Additional Information on Expired Identification" for an exception when presented with a Texas driver's license with two expiration dates
- Military ID (includes spouse and dependents)
- Identification card (national/state/province ID card)

- Alien registration card (green card/permanent resident/visa)
- School ID
- Employer ID
- Professional license
- Bank card
- Insurance company card
- Government-issued local language ID (not in Roman characters): *accepted only if issued from the country the candidate is testing in*

Exceptions (Additional Allowances):

- **European Union candidates testing in the EU Zone:** EU card
- **Candidates testing in Japan:** See the policy at <https://www.pearsonvue.co.jp/test-taker/Tutorial/Identification-1.aspx>
- **Embedded or no signatures:** An ID with an embedded (not visible) signature or no signature must be supplemented with an original (not a photo copy), valid (unexpired) ID that has at least a matching name and recent, recognizable photo or a matching name and visible signature.

Policy 2S: Primary and secondary IDs required

Primary ID

Primary ID must include the candidate's name, recent, recognizable photo, and signature.

- Passport
- Driver's license
Note: Refer to "Additional Information on Expired Identification" for an exception when presented with a Texas driver's license with two expiration dates
- Military ID (includes spouse and dependents)
- Identification card (national/state/province ID card)
- Alien registration card (green card/permanent resident/visa)
- School ID
- Employer ID
- Professional license
- Bank card
- Insurance company card
- Government-issued local language ID (not in Roman characters): *accepted only if issued from the country the candidate is testing in*

Exceptions (Additional Allowances):

- **European Union candidates testing in the EU Zone:** EU card

Secondary ID

Any ID containing at least name and signature **or** name and recent, recognizable photo that follows the ID requirements at the beginning of this table.

For example, bank/debit cards and credit cards are acceptable if the following conditions are true:

- The card meets the ID requirements at the beginning of this table.
- The card contains a name and signature **or** a name and recent, recognizable photo.

- **Candidates testing in Japan:** See the policy at <https://www.pearsonvue.co.jp/test-taker/Tutorial/Identification-2.aspx>
- **Embedded or no signatures:** If a candidate presents an ID with an embedded (not visible) signature or no signature, the candidate is permitted to test as long as the IDs meet the other requirements for primary and secondary IDs

TABLE 3: Additional Information Regarding All ID Policies

Note: The information in this table is applicable to all ID policies (both the Former Standard ID Policy and the Pearson VUE Global ID Policy)

About Local Language Identification

Primary identification in the local language (non-Roman or non-English) is an acceptable form of candidate identification for some exam sponsors for those candidates testing in the country where the identification was originally issued.

Must be an unexpired, government-issued ID with photo and signature.

The candidate's identification card may be in the local language only or it may be in both Roman characters and in the local language. A local language ID can only be used in the country where the identification was originally issued and the exam is being administered.

Examples of (but not limited to):

Korea (Driver's license/Resident card/Citizen card)

Hong Kong SAR ID

China (National ID, Military ID and Driver's license)

India (Driver's license, Voter's ID card, PAN)

Malaysia Driver's license

Rules for Accepting Local Language Identification (non-Roman, non-English)

Candidate name on identification is in the local language

If the local language identification contains the candidate's name in local language characters and the test administrator can verify the name on the ID with the name on the schedule, the test administrator should accept the identification and permit the candidate to sign his or her name in the local language. The test administrator should then compare the candidate's signature with the signature or characters presented on the local identification.

To accept a local language ID the following must apply:

Local language ID should be valid (not expired), government issued, and contain the candidate's photograph and signature.

If the local language ID has the candidate's name and photo but does not contain a signature or the signature is embedded:

- **Former Standard ID Policy:** Candidates must present signature identification from the list of acceptable primary or secondary identification, unless otherwise noted by the exam sponsor.
- **Pearson VUE Global ID Policy:** Follow the guidelines under "Embedded or no signatures" within each policy in Table 2.

Local language identification must be presented and accepted only in the country where the local language ID was issued and the exam is being administered.

Test administrators must either use the **Native Language Details** in the Notes section of the Admissions Manager schedule window in order to verify the candidate's identification or have the ability to translate the candidate's name in the local language into the candidate's name (Roman characters) as presented

in Registration Manager. Note that Admissions Manager is available only at PPCs, PTCs, PVTs, and PVT Selects. See *Checking local language character IDs in Admissions Manager* for more information about the **Native Language Details** section of Admissions Manager.

Always check the exam sponsor's client reference for any client specific name-matching policies or ID requirements.

If the **Native Language Details** information does not appear in the Notes section of the Admissions Manager schedule window and the test administrator cannot translate the local language ID from the local language to Roman characters, the candidate must present a valid identification from the list of acceptable Primary identification which contains the candidate's name in Roman characters. Test administrators should request that the candidate sign the signature pad (and the rules agreement at PVTs and PVT Selects) using the same characters or signature presented on the local language identification so the test administrator can then verify the candidate's signature against the identification. If the candidate signs the rules agreement or signature pad in Roman characters and his or her ID is signed in the local characters, or vice versa, the candidate should be told to sign the rules agreement or signature pad the same way he or she signed the ID and be given the opportunity to sign again.

Additional Information on Expired Identification

Any form of ID that is expired is unacceptable, unless it is accompanied by renewal paperwork.

If a candidate presents an ID that is expired or invalidated (for example, the corner of the ID has been clipped), you may accept the ID as long as it meets the other ID requirements and is accompanied by paperwork indicating that the candidate has filed for a renewal. The renewal paperwork does not need to contain a photograph and signature.

Note on grace periods: Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, you must consider the ID to be expired.

Note on Texas driver's licenses: If someone in Texas is in the United States on a visa, the date the visa expires is placed on the Texas driver's license in red. The date the visa expires may be different than the date the license expires. If the candidate presents a driver's license from the state of Texas and the visa is expired, as indicated in red on the license, the license is considered expired and the candidate should not be permitted to test using the ID. In such cases, candidates are permitted to go get a renewal at the DMV if they can do so within the standard 15 minutes after their scheduled appointment. If the candidate's driver's license shows an expired visa date but the license itself is still good and he or she brings in the renewed visa showing it is now good, the candidate is permitted to test.

Unacceptable Forms of Candidate Identification

- Expired IDs without renewal paperwork (For more information, see *Additional Information on Expired Identification* in this table.)
- IDs with significant damage

This includes but is not limited to the following types of damage:

- Unofficial markings
- Unofficial hole punches (See the following note about official hole punches.)
- Water damage
- Significant tears (See the following note about official corner clippings.)
- Missing or torn out pages

Note: Some expired IDs have official hole punches or corner clippings. These IDs are acceptable if they are accompanied by renewal paperwork. For more information, see *Additional Information on Expired Identification* in this table.

Normal wear and tear on IDs is acceptable and not considered significant damage. For example, normal wear includes a bend of a passport due to extensive opening and closing.

- International driver's licenses that are not issued by a government (These are not accepted because many organizations offer fake licenses over the Internet.)
- Naturalization papers
- IDs from countries subject to U.S. sanctions (Sanctioned Countries)

Currently, candidates can present IDs from any country (including U.S. sanctioned countries) unless their exam sponsor does not allow it. If an exam sponsor does not allow IDs from U.S. sanctioned countries, this information is always documented in the exam sponsor's client reference.

If a candidate presents a primary or secondary ID from a country their exam sponsor prohibits, the candidate must provide proof of primary residence in the U.S. or another non-sanctioned country. For more information, see *Procedure for handling IDs from sanctioned countries*.

The Pearson VUE legal department regularly reviews these procedures. If changes are necessary, an updated version will be distributed via an update to this guide.