

## Identification (ID) Requirements

When you register for a *TOEFL iBT*<sup>®</sup> test, you will be required to provide identification (ID) information. In addition, you must spell your name exactly as it appears on the primary ID document(s) you plan to bring to the test center on test day (other than accents or diacritical marks).

If the ID document you plan to bring contains a multiple-part first or last name, enter the names in the appropriate first or last name fields when you register so they exactly match the names on your ID. If your ID document contains only a first name or only a last name, you should still enter exactly what is on your ID. Enter your name in the Last Name field and leave the First Name field blank. This is because the Last Name field is mandatory and the First Name field is not.

**Note:** The Middle Name field is optional, but if your ID shows a middle name, you should enter it so the names match exactly.

Test takers are responsible for bringing valid and acceptable ID each time they report to a test center. It is your responsibility to ensure that your ID documents are up-to-date and available on the day of the test.

**If you do not bring valid and acceptable ID, or if the name on your ID does not exactly match the name on your registration, you will not be permitted to test and your test fee will not be refunded.**

If you are concerned about a discrepancy, contact [TSReturns@ets.org](mailto:TSReturns@ets.org) before you register.

**Your ID requirements depend on where you plan to test and your country of citizenship.** Please review the general ID requirements below, then select the country/location where you plan to test to see specific ID requirements.

## General ID Document Requirements

With few exceptions, ID documents must meet **all** of the following requirements. Each ID document must:

- be an **original** document; photocopied documents are not acceptable
- be **valid**; expired documents (bearing expiration dates that have passed) are not acceptable
- include your **full name** exactly matching the name and the ID document used to register, excluding accents or diacritical marks

- include a recent, recognizable **photograph** include your **signature** (the name on the ID and the signature **name must** match)

### **ID Requirements in the Country/Location Where You Plan to Test**

Select the country/location where you plan to test to see information about specific ID requirements.

#### **Macedonia, Fmr Yugoslav Rep of**

All ID documents must include your name, photograph and signature to be acceptable.

### **Acceptable Primary ID Documents**

#### ***Testing Within Your Country of Citizenship***

The following ID documents are acceptable for admission to a test center within your country of citizenship:

- Passport with name, photograph and signature
- National ID with name, photograph and signature\*
- Government-issued driver's license with name, photograph and signature
- State or Province ID card, including those issued by motor vehicle agencies with name, photograph and signature
- Military ID with name, photograph and signature\*

\*If your National ID or Military ID does not include your photograph or signature, you must present two additional IDs that include your name, photograph and signature.

#### ***Testing Outside Your Country of Citizenship***

If you are testing outside your country of citizenship:

- You must present a valid passport with your name, photograph and signature as your primary ID.
- If your passport is not written in English-language letters, you must also present at least one [Supplemental ID Document](#). This document must also include your name, a recent, recognizable photo and be in English.

- Diplomatic and embassy IDs cannot be used as primary identification in place of passports.

### Unacceptable ID Documents

The following documents are *not* acceptable as primary or [Supplemental ID](#) under any circumstances:

- Any document that is photocopied or expired
- Any document that does not exactly match the name you used when you registered
- International driver's license
- Draft classification card
- International student ID
- Credit/debit card of any kind
- Notary-prepared letter or document
- Birth certificate
- Social security card
- Employee ID card
- Any temporary ID card
- Diplomatic, consulate or embassy ID card

**Note:** If your ID document is not written in English-language letters and the test center supervisor cannot read it, you may not be able to test and your test fee will not be refunded.

### Unable to Meet ID Requirements

If you have been granted political asylum, have refugee status or are otherwise unable to meet the ID requirements, you **must** contact the ETS Office of Testing Integrity (OTI) **at least seven days before you register**. You must receive approval from OTI **before** you register. Be prepared to submit any requested documents to OTI for review. If you do not contact OTI and as a result you are not permitted to test or your scores are held or canceled, your test fee will not be refunded.

ETS Office of Testing Integrity (OTI)

**Phone:** 1-609-406-5430

(Monday–Friday 7:30 a.m.–5:30 p.m. U.S. Eastern time, except U.S. holidays)

**Fax:** 1-609-406-9709

**Email:** [TSReturns@ets.org](mailto:TSReturns@ets.org)

### Supplemental ID Documents

You may be required to provide a supplemental ID document if:

- the test center administrator questions your primary ID document
- your primary ID document is otherwise acceptable but is missing your full name, photograph or signature

Supplemental ID documents cannot be used to resolve last name discrepancies. The last name on your primary ID must match the name you used when you registered.

**Note:** If you cannot provide a supplemental ID listed below that includes your signature, you may present two government-issued IDs with photographs, as long as they are in the same name you used when you registered.

**The following ID documents are generally acceptable as supplemental ID:**

- Government-issued ID card (including, but not limited to, those listed under [Acceptable Primary ID Documents](#))
- Student ID card
- Confirmation of identity letter from your educational institution. This letter must be typed or printed on the original letterhead of the educational institution you attend(ed) and, in addition to meeting all of the ID Document Requirements, must include your date of birth and the date issued. Additionally, a school official's signature and the school seal must be present and both must overlap your photograph, as shown below. Such letters are valid for only one year from the date issued.



