

Also Known As (AKA) Name Request Policy

Industry professionals may use a RECA-approved also known as (AKA) name for their first name or middle name in their practice. RECA will approve an AKA Name Request if it meets the following requirements:

- the AKA is a given name or a derivative of a given name(s). Examples: Peter to Pete; Christina to Tina or Chris; Margaret to Marg or Maggie; Rajinder to Raj.
- the AKA is a bona fide name (i.e. it is a word used as a name, and isn't a marketing gimmick (e.g. "the captain," "dealmaker," etc.)
- the AKA is in English, using alphabetical characters, hyphens, or apostrophes only
- if the AKA name is not a derivative of a given name(s), the industry professional can demonstrate they are known by that AKA, by providing:
 - a sworn declaration that they are and have been known by the AKA name you have requested, and
 - copies of documents that prove the current use of the requested AKA, such as a copy of a driver's licence, utility bill, bank statement, credit card statement, passport, or a void cheque.
- the AKA would not mislead or undermine the integrity of the industry.

How to Apply:

- apply for an AKA through your myRECA account on your My Information page in the My Account tab.

RECA staff will process your request once they complete the review, and will notify you of approval or rejection. This decision is not appealable.

Approved AKAs will appear in your myRECA personal information section. RECA's public licence search will also display your full name and your AKA name.

Reasons for these requirements

1. RECA must safeguard its licensing systems. A name is the unique identifier for industry professionals in their dealings with RECA and the public.
2. RECA must ensure that professionals use their proper identity. Members of the public may need to use an industry professional's proper name for contractual or legal processes (i.e. lawsuit).