Examinee Records Modification Request Form

If you have taken ACT® WorkKeys® tests but received score reports with incorrect demographic information, then complete and submit this form to request an update of your records.

Note: If you took a test under the wrong name you will have to retest.

1. USER ID in your MyWorkkeys.com Account (If known) ________________________________

2. Complete all of this information as it currently appears on your record.

   Last Name: ____________________________  Last Name: *
   First Name: ____________________________  First Name: *
   Address: ________________________________  Address:
   City: ____________________________  City:
   State: ____________________________  Zip Code: ____________________________  State: ____________________________  Zip Code:
   Email Address: ____________________________  Email Address:
   Phone Number: ____________________________  Phone Number:
   Date of Birth: ____________________________  Date of Birth:
   Examinee ID: ____________________________  Examinee ID:

*If your name has been legally changed, also provide documentation (e.g., marriage license, divorce decree, etc.) that shows this change.

3. Fill in only what needs to be changed.

4. CERTIFICATE NUMBER (If known): ____________________________  CERTIFICATE LEVEL: ____________________________

5. TEST TYPE (Choose One): □ Online  □ Paper

6. TESTING INFORMATION:

   Site Code ________________________________________________
   Test Date(s) ________________________________________________
   Test Title(s) ________________________________________________
   Test Location(s) ________________________________________________

7. “By checking this box and typing my name, I attest that I authorize this change.” □

   TYPE YOUR NAME: ____________________________  DATE: ____________________________

8. Submit completed form via email or fax:

   Email: WorkKeysAssist@ACT.org
   Fax: 319.341.2630

   Questions? Call: 800.967.5539

Please allow up to 5 business days after ACT receives this request for these changes to show on your MyWorkKeys.com account.