



If you are changing your test(s) in Section 8 below, review the following information.

- ❖ For test names and test codes, and test availability by test date, refer to “Test Selection for Paper-Based Testing.” For test fees, refer to “Test Fees and Payment Policies.”
- ❖ To determine permissible test combinations for a single test date, refer to the guidelines in “Test Selection for Paper-Based Testing.”

**8A. Original Test Selection.** Indicate the test(s) for which you **originally** registered and calculate your **Original Total Test Fee**.

Test Code	Test Name	Test Fee
<input type="text"/>	1. _____	\$ _____
<input type="text"/>	2. _____	\$ _____
<input type="text"/>	3. _____	\$ _____
<input type="text"/>	4. _____	\$ _____

Add the fees listed above to obtain your **Original Total Test Fee**.

**Original Total Test Fee:** \$

**8B. New Test Selection.** If you are changing your test(s), indicate the test(s) for your **new** test selection and calculate your **New Total Test Fee**.

Test Code	Test Name	Test Fee
<input type="text"/>	1. _____	\$ _____
<input type="text"/>	2. _____	\$ _____
<input type="text"/>	3. _____	\$ _____
<input type="text"/>	4. _____	\$ _____

Add the fees listed above to obtain your **New Total Test Fee**.

**New Total Test Fee:** \$

- 9A.** If the New Total Test Fee is higher than the Original Total Test Fee, subtract the Original Total Test Fee from the New Total Test Fee. You must add this difference to the \$15 change of registration fee to compute the payment required in Section 9C below.
- 9B.** If the Original Total Test Fee is higher than the New Total Test Fee, you must still submit the \$15 change of registration fee. You will receive a refund for the difference in registration fees.
- 9C. Total Payment Enclosed (amount calculated in Sections 9A–9B above) \$**
- Payment may be made by credit card (VISA or MasterCard only), personal check, cashier’s check, or money order payable to **Evaluation Systems**. Do not send cash.

**10. Credit Card Payment (Complete this section ONLY if you are paying by credit card.)**

Change of registration fees may be paid using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN).

A. To pay by credit card, enter your credit card number in the boxes provided:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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B. Enter the expiration date on your credit card: \_\_\_\_\_  
 Month Year

C. Print the cardholder’s name exactly as it appears on the card: \_\_\_\_\_

D. Signature for credit card: \_\_\_\_\_  
 (I agree to pay the above amount according to the card issuer agreement.)

Your credit card will be billed for the amount of all services you have requested on this form, as well as any outstanding balance owed by you to Evaluation Systems, if applicable. You agree to pay for all such services and outstanding balances in the event your credit card company does not.

**II.** I have read the 2009–2010 ICTS Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation for Paper-Based Testing, and I certify that I am the person whose name and address appear on this form. I understand that incomplete, inaccurate, or missing information on the form may delay or jeopardize my registration. Also, I understand that this Change of Registration Request Form for Paper-Based Testing **must be received** by Evaluation Systems by the late registration deadline for the test date (or the earlier of the two test dates) indicated in Section 6.

\_\_\_\_\_  
 Signature Date

THIS FORM WILL BE RETURNED TO YOU UNPROCESSED IF IT IS RECEIVED AFTER THE LATE REGISTRATION DEADLINE FOR THE TEST DATE (OR THE EARLIER OF THE TWO TEST DATES) INDICATED IN SECTION 6, IS NOT SIGNED, OR IS NOT ACCOMPANIED BY THE PROPER PAYMENT.