



The Applicant's FIRST and LAST names in the Sponsorship record MUST match the names on the identity documents provided by the Applicant during Enrollment. Any mismatch means the Applicant must return to the Sponsor to have the Sponsorship information corrected before scheduling a new Enrollment appointment. The only exceptions to this rule are shown in the tables below.

### Allowable Exceptions to the Mismatch Rule

Name	Allowable Mismatches	
	Sponsorship Record Shows:	Identity Document Shows:
First	Single first name Example: "Mary" (with "L." given as middle initial)	First name as two words Example: "Mary Lou"
	First name as two words Example: "Mary Lou"	Single first name Example: "Mary" (with "L." given as middle initial)
Middle	Single letter as middle initial Example: "L."	Middle name spelled out, with first letter of the name matching the single letter shown in Sponsorship record Example: "Lawrence"
	Middle name spelled out, with first letter of the name matching the single letter shown on Identity Document Example: "Lawrence"	Single letter as middle initial Example: "L."
	Compressed middle name Example: "Heewan"	Properly-formed expansion of middle name Example: "Hee-Wan"
	Properly-formed expansion of middle name Example: "Hee-Wan"	Compressed middle name Example: "Heewan"
Last	Last name given in hyphenated form Example: "Smith-Jones"	Last name given in non-hyphenated form Example: "Smith Jones"
	Last name given in non-hyphenated form Example: "Smith Jones"	Last name given in hyphenated form Example: "Smith-Jones"

Some examples of mismatches that would require a correction to the Sponsorship record are given here. This is not a complete list:

- Apparent typo or transposition of letters in the name (Example: "Jhon" instead of "John", or "Smyth" shown in one place while "Smith" is shown in the other)
- Mismatch between a given name and an alias, nickname, or derivative name (Example: "Jim" is used in one place while "James" is used in the other)
- First and middle name swapped or first name dropped in preference to middle name (Example: Sponsorship record shows "Scott Smith" while the identity document shows "Eldon S. Smith")
- Mismatch between maiden name in one record and married name in the other (Example: "Jane R. Doe" vs. "Jane D. Smith")



**Linking Documents**

The only time identity source documents with different names can be accepted is when an official linking document such as a marriage certificate, certified copy of birth certificate, or court record can be provided linking the name on the source document to the name in the sponsorship record.

The linking document must have both the former and current legal names on it and both the primary and secondary documents must be valid and not expired, with the exception of a US Passport.

For example, a married woman may use both a current driver's license, with her married name, and a certified copy of her birth certificate, with her maiden name, as primary and secondary sources of identification as long as she brings a linking document, her marriage license, with both her maiden name and married name on it .

When a linking document is presented, you must scan the document into the Document 3 window.

**Enrollment Procedure for Name Mismatch**

First and last names on identification documents **MUST** match the first and last names entered in the Sponsorship record. If the names do not match, the Applicant must either return to enrollment with documents that match the names in the Sponsorship record, or contact the Sponsor to have their name corrected in the Sponsorship record. The only time identity source documents with different names can be accepted is when an official linking document such as a marriage certificate, certified copy of birth certificate, or court record can be provided linking the name on the source document to the name in the sponsorship record.

If the **FIRST** and **LAST** names match, but the **MIDDLE** names do not match, the Registrar should enroll the applicant and flag the record for more validation required.

Enroll Applicant and Flag Record for More Validation	
Sponsorship Record Shows:	Identity Documents Show:
Mary L. Smith	Driver's License: Mary <b>Blakely</b> Smith
	Government Agency ID: Mary Smith

If the **FIRST** and **LAST** names match, but the **MIDDLE** names do not match and there is a story and a linking document that substantiates the difference, the Registrar can enroll the person without flagging the record.

Enroll Applicant (No Flag Required)	
Sponsorship Record Shows:	Identity Documents Show:
Mary L. Smith	Driver's License: Mary <b>Blakely</b> Smith
	Government Agency ID: Mary Smith
	Linking Document: Birth Certificate showing maiden name, <b>Mary Louise Blakely</b>
Mary Smith (No Middle Name)	Driver's License: Mary <b>Blakely</b> Smith
	Government Agency ID: Mary Smith (No Middle Name)
	Mary is from Texas where the maiden name is entered on women's Driver's Licenses in place of the middle name. Mary says Blakely is her maiden name.



**Enrollment Procedure for Suffix Mismatch**

An Applicant's Social Security Number (SSN) can be used to resolve suffix mismatches.

If a suffix mismatch occurs between what is in the system and the identification documents presented by the Applicant, the Registrar can attempt to verify the last four digits of the Applicant's SSN with what is in the system. To do this, the Registrar will look for the Applicant's SSN on the two identification documents brought by the Applicant. If either document contains the Applicant's SSN, the Registrar can verify that the last 4 digits of that number match the last 4 digits of what is in the Applicant's system record. The last four digits of the Applicant's SSN are located in the upper left corner of the Applicant's record on the Biographic Data page.

Enroll Applicant		
Sponsorship Record:	ID Documents:	Registrar Action:
John Smith II  John Smith	John Smith  John Smith II	Registrar verifies last 4 digits of SSN contained on either ID document with last 4 digits of SSN listed in system record. If it's a match, Registrar can enroll Applicant.  If neither ID document contains SSN, Applicant must either return with an acceptable ID document showing SSN, or contact his/her Sponsor to have the record updated.
John Smith II	John Smith Jr.	No need to ask for ID documents to verify SSN. Registrar will enroll Applicant.