Acceptable Name Discrepancies

(please pay close attention to detail)

1. There is a single letter difference or a letter transposition in the name.
   EXAMPLE: Johnson/Johnson, Alexander/Alexandre, Schultz/Shultz

2. Variations on the middle name are acceptable. May be full middle name, middle initial or no middle name.
   EXAMPLE: John E. Smith/ John Edward Smith/ John Smith

3. Hyphenated names - If the "last name" in our system matches the name on the ID, regardless of the order, and the date of birth and picture matches within reason, accept it.
   EXAMPLE: Our system shows "Mary Smith" as name. Candidate ID shows "Mary Smith-Harrison" or "Mary Harrison-Smith".

4. The formal first name is provided on one document, but a typical variation is used on another document.
   EXAMPLE: Michael Jones / Mike Jones

5. Incorrect letters used in a name.
   EXAMPLE: Huggins should be Higgins

6. Letters incorrectly omitted or added to the name.
   EXAMPLE: Miler should be Miller or Mialler should be Miller

7. Names are reversed.
   EXAMPLE: Baker Evans is recorded as Evans Baker

8. Maiden name is used in some documents, while middle name is used in others.
   EXAMPLE: Mary Elizabeth Smith/Mary Jones Smith