

# 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/Johmson, 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

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