

Surname Guidance

The following guidance is being provided to assist employers in entering employee data when performing primary queries using an employment verification pilot program.

This instruction is intended to provide basic information to our users relating to complex surnames, prefixes, name stems, compound surnames, alien identification numbers and accuracy of data.

COMPLEX SURNAMES

- 1) Ignore all suffixes such as Jr., Sr., III, etc. If the employee has a compound surname, enter the entire surname.

Example name: Roberto Garcia-Ramirez, Sr.
Enter as follows: Roberto GarciaRamirez

- 2) If the employee has a compound surname consisting of prefixes and a name stem, enter the entire surname.

Example name: Alexandra De La Cruz
Enter as follows: Alexandra Delacruz

Example name: Rachel St. John
Enter as follows: Rachel Stjohn

- 3) If the employee has a compound surname with two names joined by “De” “La” or “Y”, etc., enter the entire surname.

Example name: Maria Ricardo De Fuentes
Enter as follows: Maria Ricardodefuentes

- 4) Chinese, Vietnamese, Cambodians, and Laotians may use their surname first and their given name last. If you encounter a surname that you believe did not match for this reason enter the first and last names in reverse.

Example name: Nguyen Thi Mai
Enter as follows: Nguyen Mai, and if necessary, Mai Nguyen

ALIEN IDENTIFICATION NUMBERS

The space provided for the alien identification number, commonly known as the “A” number, consists of a nine-digit field. If the “A” number provided by the alien is less than nine digits, you must provide leading zeros. The letter “A” is not used when providing this number.

Example: A72 735 827 should be input as 072735827

ACCURACY OF DATA

We would like to take this opportunity to remind you that after you have entered the information needed to perform a primary query, but before you send the query to the database, you should review the data for accuracy. By taking the extra step to ensure that the information submitted is correct, you may eliminate the need to perform additional steps necessary to complete the verification process.