

9 FAM APPENDIX F, 600 GUIDES ON PROPER NAMES AND NAME CITING

(CT:VISA-936; 03-18-2008)

(Office of Origin: CA/VO/L/R)

9 FAM APPENDIX F, 601 GENERAL PRACTICE

(CT:VISA-685; 02-01-2005)

The guidance contained herein will assist the user to formulate names from a variety of cultures for entry into consular automated systems and for manual filing. Consular automated systems divide the name into two data fields, the surname field, and the given name field. Names from countries with non-Western naming patterns may not fit well into these fields, but they can be entered in a consistent manner in order to improve identification and retrieval. Many countries now use machine-readable passports with defined data fields for surname and given names from which the name is scanned as recorded in the passport. Other countries, present formats, that some users may find confusing. The applicants name may be presented in a string with no hint of which elements may be the equivalent of a "surname" or "given name". The guidance below is intended to help resolve some of these problems.

9 FAM APPENDIX F, 602 ARABIC

(CT:VISA-936; 03-18-2008)

a. Details of Arabic Structure

- (1) Arabic and Muslim names: Muslim names are found in Africa, the Middle East, Europe, South and South East Asia and reflect a wide mix of cultural influences. From Mauritania to Saudi Arabia, Uzbekistan, Afghanistan, Malaysia and Indonesia many common name elements can be recognized. Arabic names are a subset of Muslim names and the discussion here of name structure applies primarily to the Arab states in North Africa and the Middle East. These include Algeria, Bahrain, Djibouti, Egypt, Eritrea, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Qatar, Saudi Arabia, Sudan, Syria, Somalia, Tunisia, the United Arab Emirates, and Yemen.

- (2) Arabic name identification is difficult. The variations in transliteration from Arabic script, and the complex and varying name structure, often make it tricky to divide the name into surname and given names fields to conform to Western data entry and filing systems. Arabic names have a basic structure that a person unfamiliar with such names may apply when formulating name searches and name identification.

b. Five Basic Historic Components of Arabic Names

- (1) Example: Yusuf bin Umar bin Fouad Al Subari
- (2) The Ism is equivalent to the western given name. The ism should be constant across documents. In the above example, Yusuf is the ism.
- (3) The nasab is the ism of one or more ancestors, sometimes indicated by ibn, bin (son of) or bint (daughter of). In the above example, bin UMAR is the nasab. Yusuf is the son of Umar, grandson of Fouad.
- (4) In many Arab countries, other than those located on the Arabian peninsula, Arabs will take the first name of their father, i.e., the patronymic, and use it as their second name, with or without the marker BIN/BINT. Therefore, if your first name is LAYLA and your father's first name is AHMAD, then your first two names are LAYLA AHMAD.
- (5) In North African countries, another prefix that also means "son of" is more commonly used: OULD, e.g., MOHAMED OULD SIDE MAHMOUD.
- (6) The Kunya is similar to the patronymic, but refers to descendents, as indicated by abu (father of) or umm (mother of). Example: Yusuf has a son named Hasan. Yusuf may be referred to by his kunya, Yusuf Abu Hasan. The kunya may replace the ism, particularly in informal and intelligence documentation. For example, Abu Musab al-Zarqawi, the ism is replaced by a kunya.
- (7) A Laqab was originally a title or nickname. Therefore, many laqabs have become just a fossilized element of personal names and can be used as family names. Therefore, if your first name is AFIFA, and your father's first name is FARID, and your father's family name is AL ATRASH (originally a laqab meaning "the deaf"), then your "more-or-less" full name is AFIFA FARID AL ATRASH. In the example above, YUSUF BIN UMAR BIN FOUAD comes from the AL SUBARI family, and the surname is AL SUBARI.
- (8) A Nisbah usually refers to professions or places of origin (much like the origins of Western surnames): at -Turki (the Turk), al Kurdi (the Kurd). Like a laqab, a nisbah can become a fossilized element

of personal names and can be used as a family name.

c. Arabic Name: Deconstructed

Maryam (bint) Murad (ibn) Ali (ibn) Mahmud Al Messiri

1 2 3 4 5 6 7 8

- (1) Given name
- (2) Daughter of – dropped
- (3) Father’s given name
- (4) Son of – dropped
- (5) Grandfather’s given name
- (6) Son of – dropped
- (7) Great-grandfather’s given name
- (8) Family name – if any

d. Prefixes and Suffixes

The Arabic language has a number of auxiliary name elements, generally called “affixes”, which can be used in the formation of personal names. The transliteration of these prefixes and suffixes is inconsistent –they can be attached to the name they modify, or not, e .g., Abdelrahman vs. Abd El Rahman. They can be transliterated according to some standard romanization system, or the transliteration can vary according to how they sound attached to a particular name, e.g., Abdelrahman vs. Abderrahman or Abdelsalam vs. Abdessalam. They are a source of segmentation variation and spelling variation. Standing alone these prefixes and suffixes are only fragments, not complete names.

(1) **Common prefixes and meanings**

- Al or El – “the”
- ABU – “father of”
- UMM – “mother of”
- ABD(AL or EL) –attached to the next word - “servant of”
- BIN(IBN) – “son of ”
- BINT – “daughter of”
- OULD- "son of"

(2) **Common Suffixes**

- AD DEEN, ED DEEN, UD DIN –“the religion”,as in Nur Ad Deen (Light of the Religion)
- ALLA(H) –“God” as in Sayfulla (Sword of God)

(3) **Transliteration**

Different transliteration systems, e.g., Francophone vs Anglophone produce significant spelling variations in the same Arabic name. The Francophone OUASSIME and the Anglophone Wasim represent the same name. Mohamed may be recorded as Muhamad, Mohammad, MHMD, or dozens of other variations.

(4) **Data Entry**

- (a) The best method to enter Arabic names depends on the country of origin of the name. The names are generally divided into two groups: those with stable name strings and those with variable name strings. The groups do not fall neatly into national boundaries, and both types of names can be encountered in the same country.
- (b) Stable name strings are common in the clan naming regions (Persian Gulf states such as Saudi Arabia, Kuwait, Iraq), Jordan and Yemen. These states place greater emphasis on the last name element. Documents will list the individual's first name followed by his father's name and grandfather's name, with a clan name at the end of the string. The last name can be entered into the surname field alone and the other elements entered into the given name field. In Iraq, the Nisbah may be preceded by another surname and may or may not be dropped, e.g., Saddam Hussein al-Tikriti vs. Saddam Hussein.
 - Ex.: Passport shows – Muhamad Abdalah Said Al M Al Dusari
 - Enter Surname: Al Dusari Given name: Muhamad Abdalah Said Al M
- (c) Variable surnames occur where the name string may include the fathers name, grandfathers name, a tribal name – or sometimes drop these names. Variable names are common in Egypt and Lebanon, Sudan, Syria, parts of Iraq, and in Palestinian names. The passport and other civil documents may show different variations of the name, making an accurate and complete identification or namecheck more difficult. In order to get the best check on such names, all of the potential surname elements should be entered in the surname field. This includes all names in the string except the first name.
 - Ex.: Passport shows – Ahmed Abdelaziz Wahab Hassan
 - Enter Surname: Abdelaziz Wahab Hassan Given Name:

Ahmed

- An inverted version may be used as an alias: Hassan, Ahmed Abdelaziz Wahab
- (d) North African nations such as Algeria and Morocco have adopted the Western practice of given name followed by surname, simplifying identification of the key name parts.

9 FAM APPENDIX F, 603 BURMESE

(CT:VISA-685; 02-01-2005)

- a. The Burmese name system is a challenge for a Western-style filing system. Burmese do not have family names. A Burmese name, even one composed of two or three words, is an indivisible unit. (About 80% of Burmese have two-word names.)
- b. It is difficult to distinguish between male and female names without the courtesy title, which—though not part of a name itself—is always attached to the name. These titles are: Maung (Master, literally “younger brother”), Ko (Mr., “elder brother”), U (Mr., “uncle”), Ma (Miss, “younger sister”) and Daw (Miss or Mrs., “aunt”). A male named “Tin” is known as Maung Tin when young; Ko Tin when somewhat older (e.g., of college age); and U Tin when he marries, becomes an official, or attains other status. A female given the name of “Tin” is known as Ma Tin until she marries or gains an important position, after which she is called Daw Tin.

NOTE: Women do not change their names when they marry. Most Burmese names are given according to the astrological sign for the day of the week on which the child is born; there is no necessary similarity between a child’s name and the parents’ name.

- c. Burmese passports have a single field for “name” and do not divide the name into surname and given name fields. For name checking purposes, use the very last part of the Burmese name in a passport as a “surname.” For instance, the name string “Maung Myo Shwe” in a passport represents various parts of one single name. Enter “Shwe” as the surname, and “Maung Myo” or “Myo” as the given name (“Maung” is an honorific).
- d. In addition to the majority of Burmans, certain other major ethnic groups of Burma have their own courtesy titles. Shan men may preface their names with “Sai” or “Saw”; Shan women use “Nang” regardless of marital status. Karen men may also use “Saw” and Karen women use either “Nant” or “Naw”. Mon men use “Min”; Mon women use “Mi”.
- e. Another complicating factor in indexing Burmese names is that almost all Burmese have at least one alias. Aliases are taken for many reasons,

including advice from astrologers. Moreover, ethnic Chinese and Indians in Burma usually take a Burmese name in addition to their own ethnic name.

- f. Since Burmese do not have family names, the best way to distinguish the identities of two males with the same name and birth date is by requiring their fathers' names.
- g. Many Burmese who are familiar with Western naming systems may, in an effort to be helpful, inadvertently complicate matters by dividing up their name with its courtesy title to make a first, middle and last name in Western style. The best reference in such cases is the person's Burmese passport, which gives the person's name in Burmese fashion, e.g., U Hla Maung.
- h. For filing purposes, to list Burmese names alphabetically, posts should put the courtesy title (U, Ma, etc.) in parentheses after the name.

9 FAM APPENDIX F, 604 CAMBODIAN

(CT:VISA-685; 02-01-2005)

- a. Cambodian passports are in Roman characters and are machine-readable, but the passport shows the name in a single field, not divided into surname and given name. The surname ordinarily appears first in Cambodian names. In some cases, the first two elements of a name consisting of three or more words will constitute the surname.
- b. A Cambodian's last name is nearly always all or part of the first name of his or her father. In some cases, some children in the family will have their mother's first name as the last name instead. Or, if the paternal grandfather is still alive and is head of a household, a child's last name will be the grandfather's first name. A child rarely has the same last name as the parent. Thus, the "surnames" of members of a Cambodian family appear unrelated.
- c. Brothers and sisters often have names that are similar: all starting with the same letter, or being permutations such as Sokha, Sokhatheary, Sokhapannarith, and so on. In a family group, the fathers name may be Mao, Hang, the mother's name Um, Sarin and the children's names Hang, Sopheap and Hang Sophoan.

9 FAM APPENDIX F, 605 CHINESE NAMES

(CT:VISA-936; 03-18-2008)

- a. The term "Chinese" generally means the language known as Mandarin Chinese, but it is often used colloquially to include most of what is spoken

within China, whether or not that is considered Mandarin. There are many different languages and dialects besides Mandarin; people will disagree on their classification. The term “Chinese” also colloquially refers to the people, though there are many different ethnic and cultural groups.

- b. The scope of Chinese includes China (officially “People’s Republic of China”, abbreviated as “PRC” and sometimes known as “Mainland China”), Taiwan (officially “Republic of China”, abbreviated as “ROC” and formerly known as “Formosa”), Hong Kong, and Macau, as well as Chinese communities in Singapore, Indonesia, and many other overseas locations. While the language used is not always Mandarin, the naming conventions are largely similar.

9 FAM Appendix F, 605.1 Written Chinese

(CT:VISA-936; 03-18-2008)

a. Characters

- (1) Written Chinese uses non-phonetic symbols called ‘characters’; each one represents a single syllable, which often means a single word. Most Chinese languages and dialects use the same writing system, with some slight variation. Therefore, there is a mutually intelligible written language, even though people may pronounce the characters in different ways. For example, there is a surname which might be pronounced HUANG in Beijing, WONG in Hong Kong, and NG in Taiwan, even though the character is written the same way.
- (2) China has undertaken a program to simplify the more complex written characters, while Taiwan, Hong Kong, and Macau retained the original versions. The result is that China today uses a set of what is called “simplified” characters, while Taiwan, Hong Kong, and Macau use what are called “traditional” characters. Singapore also uses simplified characters. Thus, some names are written in two different, though often mutually intelligible, ways, even though they may be pronounced the same.

b. Romanization

- (1) There have been many attempts to create a standard system to transliterate Chinese into a Western (Roman) alphabet. The system used almost universally in China is called pinyin. Taiwan and some other areas still use an older romanization system called Wade-Giles, among other systems, though they are not universally applied throughout these areas. Pinyin is gradually becoming more common in Taiwan.

- (2) Since its retrocession to China in 1997, Hong Kong uses pinyin for all Mandarin romanization, but the major language there is Cantonese, which has a number of competing romanization systems. Hong Kong mostly uses Standard Cantonese romanization for official documents and Yale Cantonese romanization in daily use. Surnames there are occasionally written in a manner that appears Western, such as O'YOUNG (instead of AU YEUNG or OUYANG), YOUNG (instead of YEUNG), and SHEA (for CHUI or TSUI).
- (3) Macau typically uses its own, Portuguese-based Cantonese romanization system.
- (4) Other dialects and languages, such as the Fukienese and Taishan in Singapore and Malaysia, are more erratic in their romanization, and often people will attempt by themselves to transcribe the sound of a name, rather than following any system.
- (5) Chinese is a tonal language, and most romanization systems use diacritics to represent the tone. HÉ and HÈ, for instance, have different tones and are different names in Chinese, written with different characters. These tone markers are absent in the namecheck system. Therefore, two people who both have the romanized surname HE may really have different names, since the tones and thus the characters may be different in Chinese.
- (6) Some romanization systems spell out the tones so that diacritics are not necessary (e.g., SÒNG becomes SONG; DÉ becomes DER), or use numbers (e.g., HE1 and HE4). Of course, even if both the romanized spelling and the tone are exactly the same, two names in romanized form may still sometimes represent different characters, and thus different names.
- (7) Telecodes (also known as "standard telegraphic codes", "Chinese telegraph codes", and "Chinese commercial codes") are an older system used to represent characters, in which the most commonly used characters were assigned a unique four-digit number. The character assigned to number 0149 and the one assigned to 6320, for example, are different names but both are HE in their romanized form.
- (8) Telecodes are not widely used anymore except in certain places such as Hong Kong and Macau, where they still appear on identity cards. They should always be entered as an alias if available for a person's name, especially for visa cases involving potential category 1 ineligibilities and for cases requiring security advisory opinions.

9 FAM Appendix F, 605.2 Name Order

(CT:VISA-936; 03-18-2008)

- a. As in almost all of East Asia, the surname is ordered first, followed by the given name. In the name SUN YAT SEN, the surname is SUN, and he is referred to as "Dr. Sun". The name order is very often reversed to fit Western conventions (given name followed by surname), particularly if the person is living outside of East Asia.
- b. For one-syllable given names, or given names that are not distinctive, it may be hard to tell if the order of a romanized Chinese name has been reversed. LI ZHANG, for instance, could be in the correct order, or it may be a Westernized ZHANG LI. If there is any doubt, it may be useful to ask the person, for instance, if ZHANG is the family name, or ask them to pronounce the full name in Chinese to note the order. Because the idea of a normal order may be reversed with any Asian name, one should avoid using the terms "first name" and "last name".

9 FAM Appendix F, 605.3 Types of Names

(CT:VISA-936; 03-18-2008)

Historically, Chinese people sometimes have had different names for the different stages of their lives, such as a childhood name, an adult name, and a professional name. People may also change their name to bring about good fortune, when their luck is particularly bad, or they decide their name is unlucky. This practice is not as common today, but one still should be aware that people do sometimes change their name for innocent reasons. This is seen more in Taiwan and Hong Kong than in China.

(1) Surnames

- (a) The Chinese have a limited set of surnames. Surnames historically have reflected associations with powerful families or nobility rather than just genealogy. As a result, there is a high confluence of surnames, and two people with the same surname are rarely related. Three surnames alone—LI, WANG, and ZHANG—are used by over 20 percent of the people in China, and the top 200 surnames account for over 90 percent.
- (b) Surnames usually consist of a one-syllable word, and are written with one character. There are just a few common surnames containing two syllables, such as OUYANG. Other two-syllable, compound surnames are likely to belong to a married woman using her surname along with her husband's, although this practice is not common. It is seen more in Taiwan and Hong Kong than in China. Women very seldom change their surnames when they marry, though they may

sometimes use their husband's surname socially.

- (c) Children are usually given their father's surname, without taking the mother's name in any form. In Taiwan, non-foreign children must by law take the father's surname, except that the mother's surname may be used in cases where no father is named in the birth documents. However, in China it is legal for the parents of a child to use either the mother's or the father's family name for their child and some married couples now use the mother's family name, rather than the father's.

(2) **Given Names**

- (a) Chinese given names usually consist of two syllables, written with two characters, but one-syllable names are becoming increasingly common, especially in China. There is no list of canonical names; a wide variety of characters can be used, and thus given names vary far more than surnames.
- (b) The two syllables are largely considered an indivisible unit except with some nickname formations. Neither syllable is considered to be any sort of a middle name or otherwise optional, and the order would not be deliberately reversed. Therefore both syllables are always used when giving one's name.
- (c) One common type of two-syllable given name is to have the same word repeated, as with LI LI or BEI BEI. The same character is used for both words, just written twice.
- (d) In the romanized form, Chinese people vary as to whether they write their given names with a space or a hyphen between the two syllables, or concatenated. People from China tend to write the two syllables together with no space, as with XIAOTIAN. In Taiwan, people tend to use a hyphen, as with XIAO-TIAN, while Hong Kongers and Macanese usually leave a space, as with XIAO TIAN, though sometimes Hong Kongers will hyphenate the name informally. These practices lead many Western databases to put the second given name element into a "middle name" field, thereby possibly excluding it on some printed documents, or reducing it to an initial.

(3) **Nicknames**

- (a) With so many identical surnames, the Chinese sometimes employ adjectives with the names to distinguish different people. The most common are lao, meaning "old" (LAO CHEN for "old Chen"), xiao, meaning "little" (XIAO CHEN for "little

Chen”), and da, meaning “big” (DA CHEN for “Big Chen”).

- (b) It is important to note that LAO, XIAO, and DA are also part of real names (XIAO is especially common, as in the XIAOTIAN example above), so they should not automatically be assumed to be nicknames. There are a few other nickname constructions that often use the second syllable of the given name. Some add another element to the second syllable, such as XIAOTIAN becoming A-TIAN or TIAN-ZI.

(4) **Generational Names**

Siblings in a family may share one common single syllable in their two-syllable names. It may be the first syllable or the second, and the use is not limited to either gender. HUANTIEN, HUANGE, and HUANPO may be two brothers and a sister, with HUAN being the generational name. This practice is less common today.

(5) **Western Names**

- (a) Many Chinese who have studied English or other Western languages adopt a Western given name, and some use it to an extent that even their Chinese friends refer to them by this name when speaking Chinese. If they use it in their daily life, it will always be in the Western order of GIVEN NAME SURNAME, as with JACKIE CHAN or KAREN MOK. Taiwan passports sometimes contain this Western name in the “other names” field.
- (b) In Hong Kong, many people adopt the Western given name legally, and it will usually appear in the passport after the Chinese name, such as LAU TAK WAH ANDY, where LAU is the surname and TAK WAH is the original given name. In social situations, such an individual would often go by the name ANDY LAU TAK WAH.
- (c) It is extremely rare for a Chinese person to adopt a Western surname without some significant reason, such as a married woman adopting her husband’s surname.

(6) **Titles**

- (a) Titles in Chinese come after the surname, though they are not used as often as in Western cultures. XIAOJIE, for instance, roughly corresponds with the English “Miss”, so MISS WANG is WANG XIAOJIE. Titles are not normally used with given names.
- (b) The order of a surname and a title can make an unfamiliar title appear to be a given name. XIANSHENG roughly corresponds with the English “Mister”, so MR. WANG is WANG

XIANSHENG, but to someone unfamiliar with this title, it can look like a surname WANG together with a given name XIANSHENG.

- (c) The common titles are mostly professions, such as teacher (LAOSHI) and medical doctor (YISHENG), or positions such as president and director and ranks in the government or military. Titles should not be included in the namecheck.

(7) **Gender of Names**

There are no reliable gender markers in Chinese. Since given names can vary so widely, gender associations are not very strong. Often, the meaning of the name can provide clues to gender (MEI, for instance, meaning “beautiful”, is used more with females) but these are unreliable and should not be used to make an assumption.

9 FAM Appendix F, 605.4 Data Entry

(CT:VISA-936; 03-18-2008)

Passports: Passports from China are written in Chinese characters and in the pinyin transliteration. Taiwan, Hong Kong, and Macau passports also contain the name in characters and in a romanized form, but the romanizations of personal names are not as standardized as with pinyin. Until 2007, Hong Kong passports contained the telecodes in the front of the passport, but not on the same page as the name.

For any passport outside of East Asia, look for a possibly reversed order of the given name and surname.

9 FAM Appendix F, 605.4-1 Spacing in Name Segments

(CT:VISA-936; 03-18-2008)

- a. If the passport given name has no spaces between the syllables, such as with DAOWEI, enter the name as it is. An alias can be entered with the two given names separated by a space (DAO WEI), but only when it is absolutely known how to split the name. Names such as BINGAN could be BIN GAN or BING AN; it will be necessary to refer to the original Chinese characters to determine the correct split. If there is any uncertainty at all, only enter the concatenated name as it appears. Do not try to create multiple aliases from the same name, with different possible splits of the name.
- b. Names are often written with a hyphen, particularly in Taiwan and Hong Kong. The hyphen should not be entered, and a space should be inserted instead. YI-SHIEN should be entered as YI SHIEN. It should not be

entered as YISHIEN.

- c. Some romanization methods may contain apostrophes after certain letters, especially T, K, and P, or between syllables. Tai Chi, for instance, may be written as T'ai Chi. The apostrophe should never be entered, and the letters around them should be joined together, unlike with a hyphen. A surname such as T'CHUNG should be entered as TCHUNG. If it is absolutely certain that the apostrophe marks a syllable boundary, the two syllables may be entered separately, such as AN'AN entered as AN AN. If it is ambiguous, the letters should be entered together with no space.

9 FAM Appendix F, 605.4-2 Non-Han Names

(CT:VISA-936; 03-18-2008)

Around 90 percent of all Chinese belong to the ethnic group known as Han, and almost all follow similar naming practices. Of course, several ethnic and cultural minority groups in China and Taiwan follow naming practices other than the patterns described above. Many of these groups, such as Tibetans and Mongolians, have what appears to be only one name, though it is usually polysyllabic. Although the name can have four or five syllables, without any spaces, it might be entered just in the surname field of the passport, with either no given name entry or a given name of XXX. In these cases, the passport practices should be followed—enter the entire name in the surname field and a given name of “FNU” (for “first name unknown”). Do not enter XXX as a name anywhere.

9 FAM Appendix F, 605.4-3 Dates

(CT:VISA-936; 03-18-2008)

- a. Dates of birth in passports correspond with the Western Gregorian calendar even though other documents may use the Chinese lunar calendar or, in Taiwan, the Republic of China calendar. The Chinese, as with some other East Asians, often consider a child to be one year old at birth; but this is not reflected in the date of birth (DOB) field.
- b. Older Chinese sometimes have DOB discrepancies due to lunar calendar dates being interpreted as different in the Western Gregorian calendar. Sometimes a new passport will list a different DOB than a previous passport or other official documents. In such a case, particularly if the applicant has prior visa records or U.S. travel, an independent namecheck should be run on the applicant with the old DOB and notes made in the case which contains the new DOB.

9 FAM Appendix F, 605.4-4 Examples

(CT:VISA-936; 03-18-2008)

If the document has clear indications of which name elements constitute the surname and which the given name, those indications should of course be used. Otherwise, these are examples of how some common Chinese-based name forms are entered.

Passport Name	How to Enter (as Surname, Given Name)
KUNG YING	KUNG, YING
CHENG TU SONG	CHENG, TU SONG
LEE KAH-WAN	LEE, KAH WAN
WU WENHUA	<p>WU, WENHUA</p> <p>Add a space between the two given name parts only if absolutely certain of the correct form, such as:</p> <p>WU, WEN HUA</p>
JULIE WANG	WANG, JULIE
JULIE JING WANG	<p>WANG is probably the surname, but ask if possible.</p> <p>WANG, JULIE JING</p> <p>Possible Alias: JING, WANG JULIE</p>
GONG CHIN YA-YONG	<p>GONG, CHIN YA YONG</p> <p>Ask if CHIN is part of surname or given name. If unknown, enter:</p> <p>Alias: GONG CHIN, YA YONG</p>
JULIE LEE YING YING	<p>LEE is probably the surname, YING YING the given name, and JULIE an additional Western name. But this could be in a Western order with YING as the surname. Ask if possible.</p> <p>LEE, YING YING JULIE</p>

	Alias: YING, JULIE LEE YING (if unsure)
GONGKASUORANG	GONGKASUORANG, FNU

9 FAM APPENDIX F, 606 ETHIOPIAN

(CT:VISA-685; 02-01-2005)

- a. Ethiopians do not use a system of family names. Instead, a child receives his or her father's first name as a patronymic, and is, in addition, given a personal first name. For example, Getachew Fantaye's son might be named Yilma Getachew and his son, in turn, named Mulugetta Yilma. Getachew Fantaye's daughter might similarly be named Rahel Getachew, but only the paternal name passes on. Therefore, if Rahel Getachew marries Beyene Tadesse, their daughter would have Beyene as her second name—Almaz Beyene.
- b. The correct citation form of an Ethiopian name is the first or given name. Getachew Fantaye is referred to as Ato (Mr.) Getachew, not Ato Fantaye. In the same manner, Rahel Getachew is referred to as Woizerit (Miss) Rahel.

(1) **Married Women**

A woman retains her name after marriage. Therefore, when Rahel Getachew marries Beyene Tadesse, she remains Rahel Getachew but is referred to as Woizero (Mrs.) Rahel.

(2) **"Double" Ethiopian Names**

It should also be noted that some Ethiopian names are double, for example, Hailu-Mariam Kebede or Yohannes Gebre-Yesus. They may or may not be united by a hyphen but should always be treated as a single name.

Older passports or civil documents without separate fields for surname and given name generally list the given names first with the surname at the end of the string.

9 FAM APPENDIX F, 607 GREEK

(CT:VISA-685; 02-01-2005)

- a. **Greek Names:** Every Greek has three names. In the case of a male, the first name is the given name. The second name is the given name of the father in the genitive case (e.g., the genitive of Georgion is Georgiou). The third name is the family name. A girl (who initially also has the same series of names) will, when she marries, retain her given

name and take as her new second name the genitive form of her husband's first name and also take her husband's family name. She retains the same name as a widow. Although recent amendments to the Civil Code discourage the taking of the spouse's name, most women still do.

b. Translation/Abbreviation of Names

- (1) The Greeks are very prone to translate or abbreviate their names when they go abroad or merely to abbreviate them when they are at home. A Greek should always be required to give the full family name in the original rendition. In particular, the name Pappas presents a special difficulty. It may be a valid name by itself, or it may be a shortening of any one of several thousand possible names beginning with Papa, e.g., Papachristodouloupoulos.
- (2) To identify a Greek, it is necessary to have the full name in Greek, the date, and place of birth (including village and province), and the full names of the parents. Names that appear remarkably similar can be easily separated if all of these elements are present. A card index of Greek names should not, if the names are at all common, be regarded as complete unless each card includes these important elements.

c. Name Checking Greek Names

The surname appears in the passport as the last in a string of three names. Some names may be abbreviated in Greek documents for convenience and Greeks should be asked to provide the original version of their full family name.

- Example: Passport Shows: Vasilios Athanasios Demetriou
- Enter: Surname: Demetriou; Given name: Vasilios Athanasios

The transliteration of the Greek alphabet into the Roman alphabet (hereafter referred to as English) presents difficulties. There are several systems followed by educated people, whereas, uneducated people or persons not familiar with classical Greek will attempt transliterations with any system that comes to mind.

In general, there are certain letters that present a greater amount of difficulty than others. These are as follows:

- (1) The Greek language has no letter corresponding to D in English. The sound, if attempted in Greek, is spelled NT (nu tau) which may be transliterated NT or D. The Greek letter "delta", which resembles the English D, is closer to TH than to D in pronunciation; in transliteration it may be given as either D or TH.
- (2) The Greek alphabet has a letter PH (phi) which is transliterated

either PH or F.

- (3) In Greek, GI (gamma iota) is the equivalent of the consonant Y in English. In transliteration it is either Y or GI.
- (4) The Greek language has no letter corresponding to the English B. The sound of B is rendered in Greek as MP (mu pi). The Greek letter "beta", which looks like B, is pronounced like a V and is transliterated as either B or V. MP may remain MP or be transliterated as B.
- (5) The Greek alphabet has a letter E (eta) which is pronounced the same as the letter "I" in French (or a long "ee" in English). It is variously transliterated as E or I but may also be found as Y, Ei, Oi, or Yi.
- (6) The Greek K (kappa) corresponds with the English sounds K and hard C.
- (7) The Greek language has two letters O—a short O (omicron) and a long O (omega). The short O looks like a normal English O; the long O looks like a horseshoe resting on its points. In transliteration both are given as the English O. The difference between two names may often lie in which of the Greek O's is used.
- (8) Initial Greek I (iota) is pronounced like and often transliterated as the letter Y.
- (9) The Greek letter corresponding to the letter U (upsilon) is pronounced like the French I. It is, however, variously transliterated as U or I.
- (10) The Greek language has a letter "chi" which is pronounced like J in Spanish. It is the equivalent of a very guttural CH. In transliteration this letter can be rendered as H, CH or, erroneously, because of physical resemblance, X.
- (11) The Greek diphthong OU, which is pronounced like U as in "truly", may be transliterated as U or as OU.
- (12) The English sound V is rendered in Greek as B (beta).

9 FAM APPENDIX F, 608 INDONESIAN

(CT:VISA-685; 02-01-2005)

The last name in a string of several names is the surname. Bin and Binti (son/daughter of), if shown, may be entered as part of the surname or given name in the namecheck. If only one name is provided, it is entered as a surname with FNU as the given name.

NOTE: Rules may differ for names of Chinese and Arabic origin, for example, see table below*

Passport Entry	Enter
Sumiati	<u>Sumiati</u> , FNU
Dewi Sumiati	<u>Sumiati</u> , Dewi
Dewi Hani Susanto Sumiati	<u>Sumiati</u> , Dewi Hani Susanto
Dewi Binti Sumiati	<u>Binti Sumiati</u> , Dewi or Sumiati, Dew Binti

***Indonesian Chinese:** Chinese names may appear in Indonesian documents with surnames first or last, and it is advisable to ask the applicant which is the surname.

For example, see table below:

Passport Shows: Wong Joen Leong Surname: Wong Given name: Jeong Leong
Passport Shows: Jenny Liong Tang Surname: Tang Given name: Jenny Liong

***Ethnic Arabic names:** Enter all potential surname parts in the surname field.

For example, see table below:

Passport Entry: Ishak Abdul Karim Enter: Abdul Karim, Ishak
--

9 FAM APPENDIX F, 609 KOREAN

(CT:VISA-685; 02-01-2005)

A Korean personal name consists of a family surname and a given name. The given name follows the family name, e.g., Kim Tae Hoon. Korean Romanize their names according to their personal preference, usually based on sound. The popular surnames may have several different romanized forms. The standard LEE is probably the best example, with Li, Yi, Rhee, and many more.

(1) **Family Names**

There are only about 250 family names in use in Korea today. Most are one syllable. Although rare, there are a few two-syllable

surnames in use, as well.

When a woman marries, she keeps her family name. Her children, however, take her husband's name. In recent years, a small number of women have given their children double surnames, one from each parent.

(2) **Given Names**

Korean given names usually have two syllables, although there are a few given names with one or three syllables. Those Koreans with surnames of two syllables often have a one syllable given name.

(3) **Korean Passports**

Although as indicated above, married woman keep their family names, some modern Korean women may elect to include their husband's name in their passport, e.g. Park (w/o Roh) where w/o stands for "wife of." In this case, Ms. Park is married to Mr. Roh. However, as Korean passports are machine readable, the surname will be listed as Park Roh.

9 FAM APPENDIX F, 610 MALAYSIAN

(CT:VISA-685; 02-01-2005)

- a. Cultural influences include Arabic, Chinese, Indian, and European. Passports formats are not consistent, but in general the name beings with titles and given name(s), followed by the surname(s).

Titles include:

- Male titles: Datuk, Datuk Seri, Tan Sri, Tun
- Female titles: Datin, Datin Seri, Toh Puan

- b. Abbreviations, e.g., Mohd for Mohammed, and initials are common. Enter these as they appear in the passport.

- (1) Single names should be entered as surnames, followed by FNU as the given name.
- (2) Bin and Binti (son/daughter of) may be entered as part of the surname or given name.
- (3) Names of Chinese origin may or may not be entered as part of the surname or given name.
- (4) Indian names may be followed by: AL or S/O (son of) and the father's name. The father's name is not included in the namecheck.

For example, see table below:

Passport Shows	Enter
Zakaria	Zakaria, FNU
Ahmad Azhar Bin Ab Rahman	Bin Ab Rahman, Ahmad
	Azhar or Ab Rahman
	Ahmad Azhar Bin
David Lee Chan Wong	Wong, David Lee Chan
Mohd Mustafa	Mustafa, Mohd
Ravinger Singh A/L Mubarak Singh	Singh, Ravinder

9 FAM APPENDIX F, 611 PORTUGUESE AND BRAZILIAN VARIATIONS OF PORTUGUESE

(CT:VISA-685; 02-01-2005)

a. Surnames

- (1) Full Portuguese names may contain five or six name segments. Except for noble families, names are generally restricted to four. Portuguese usage places the family name (sobrenome) last in the string that normally consists of given names(s), mother's maiden name and the last of the father's surnames. Thus, the male offspring of Antonio Rodriguez Coelho and Maria Tavares would ordinarily be recorded as Antonio Tavares (matronymic) Coelho (patronymic). However, variations may occur such as Antonio Tavares Rodriguez (father's matronymic), Antonio Coelho or Antonio Rodriguez. It is prudent to ask the applicant for all names by which he is known. It should be noted that despite the similarity to Hispanic names, the order of surnames is reversed with the mother's surname(s) preceding the father's surname(s).
- (2) As is the case in Spanish, Portuguese has many "de la" (of the) names. Also, the preposition "de"(of) and conjunction "e" (and) appear in a number of Portuguese names, e.g., Carlos de Oliveira, Adelina Rosa Leite de Moraes e Oliveira. It is customary to use the contractions "do", "dos" and "da" (meaning "of the") immediately before family names, e.g., Antonio Carlos do Espirito Santo, Jaime Terencio dos Santos, Maria Amelia da Silva. For data entry in automated systems, the full surname with the conjunction should be entered, i.e., dos Santos or da Silva.

- (3) Here are three examples to show the confusion that can exist with Portuguese names.
 - (a) In the first case (Therezinha de Jesus Soares), Soares is the last name and "de Jesus" a middle name.
 - (b) In the second case (Evangalina de Souza Barros), Barros is the last name and "de Souza" could be either a middle name or the maiden name, if she happens to be married.
 - (c) In the third case (Afonso Antonio de Mello Franco), "de Mello Franco" is the last name.

b. Portuguese Given Names

- (1) Portuguese given names often consist of two or three elements. Because a number of Portuguese family names are very common (e.g., dos Santos, da Silva, de Oliveira, Ferreira, Souza), all given names should be included for name checks or filing.
- (2) Diminutives are used extensively in Portuguese. They are usually formed by adding "-inho" in the case of a male and "-inha" in the case of a female. Thus Joao becomes Joazinho, Marcus - Marquinho, Teresa - Terezinha. In a very few cases, the diminutive form is the given name. This usually happens only with female names. If a name is given in the diminutive form, the applicant should be questioned whether it is his or her given name or a nickname.
- (3) Indicators of relationship are sometimes attached to the name; e.g., Junior or Filho (son), Neto (grandson), Sobrinho (nephew), Bisneto (grandson) are common. For data entry, these should never be used as the sole surname, but instead should follow the surname. For manual filing, it is important to file forms of applicants with such a name correctly, because the "Filho" may often be dropped as a person becomes older. For example, the name Pedro Antonio Souze Filho should be checked under Souze Filho, Pedro Antonio.
- (4) Because certain names are so common, many public figures in Brazil, especially politicians, use only the part of their names that will distinguish them from others. For example, a Federal Deputy named Joao Francisco Campbell de Oliveira may call himself only Francisco Campbell to make himself easier to remember in national politics.

9 FAM APPENDIX F, 612 NEWLY INDEPENDENT STATES (NIS) OF THE FORMER USSR

(CT:VISA-936; 03-18-2008)

The former Soviet Union features several major language and cultural groups. Because there are also multiple prominent alphabets, differences in spelling may result from the various transliteration schemes. All of these languages influence naming conventions in too many ways to be addressed in this document. This section will address the prominent naming conventions, Former Soviet influence on names in the region, and patterns you might expect to see as people try to recapture their traditions.

9 FAM Appendix F, 612.1 Prominent Languages and Alphabets

(CT:VISA-936; 03-18-2008)

- a. Russian, Ukrainian, and Belarusian are Slavic languages and use versions of Cyrillic that are slightly different from each other.
- b. Moldovan is the same as Romanian and has switched from Cyrillic to Romance letters since the fall of the Soviet Union.
- c. Lithuanian and Latvian are Baltic languages which use Roman letters. These two languages have a common origin.
- d. Estonian is from the Uralo-Altaic language family and is closely related to Finnish. Like Finnish, it uses Roman letters.
- e. Georgian has its own alphabet and is a Caucasian language in the same family as Chechen.
- f. Armenian has a unique alphabet and is on an independent branch of the Indo-European language tree. It is distantly related to English.
- g. Azeri is Turkic and has much of the same heritage as the Central Asian republics of Kazakhstan, Kyrgyzstan, Uzbekistan, and Turkmenistan. These have a large Muslim influence in name content and increasingly in the structure of the names themselves.
- h. Tajik is Tajikistan's most common language and is Indo-European. It is related to Persian, spoken in Iran and Afghanistan.

9 FAM Appendix F, 612.2 Name Structure

(CT:VISA-936; 03-18-2008)

Names in the former Soviet Union are comprised of a given name, a

patronymic, and a surname. In many cases, especially in the non-Slavic nations, the patronymic is either not transliterated on the passport or is not included in the paperwork at all.

9 FAM Appendix F, 612.2-1 Surnames

(CT:VISA-936; 03-18-2008)

Surnames in the former Soviet Union usually consist of a single word though there are fairly rare occasions where there is a compound surname. Many of the cultures in the former Soviet Union can be easily identified by the suffix on the surname. Below is a list of common suffixes by region and gender (male/female). See Appendix for examples of names with suffixes.

- Russian: -skIy/skaya, -ev/eva, -in/ina, -oV/ova
- Ukrainian (non-gender specific): -CHAK, -CHUK, -KO, -SHENKO, -CHENKO, -CHIK, -IY, -YY, -A, -AR, -ASH, -ETS, -ITS, -VICH, -CHEK, -YKH, -OY/AYA
- Lithuanian:
 - -AITE, -UTE, -YTE = unmarried woman
 - -IENE = married woman
 - -US, -AS, -IS, -YS, -A, -E = male name
- Latvian:
 - male: consonant followed by -S, -IS (as in NORMUNDS or JANIS)
 - female: -A, -E
- Belarusian: -EU, -AU, -VICH, -OU, -AV/AVA
- Moldovan (non-gender specific): -KU, -CU, -U
- Armenian (non-gender specific): -YAN, -IAN, -YANTS, -YUNTS, -UNI
- Georgian (non-gender specific): -ADZE, -IDZE, -SHVILI, -IA, -AVA, -ANI, -AURI, -UA, -ELI, -ULI, -ALI
- Azeri and Central Asian Turkic names: -OV/OVA, -LI

9 FAM Appendix F, 612.2-2 Surname Affixes

(CT:VISA-936; 03-18-2008)

- a. Despite the wide diversity of the cultures and languages in the former Soviet Union, there are very few groups that use titles or prefixes. These groups include Armenians, some Jewish Russians, and some Muslims.

- b. In the Armenian community these titles appear as a surname prefix though they are fossilized, meaning the titles no longer function in their original purpose but are still retained in the name. The most common surname prefix is TER/DER, which is an indicator that someone in the family lineage was a priest. Two other prefixes point to Turkic influence: MELIK and HAJI/ADJI. Samples exist both within and outside of the former Soviet Union in which these titles are attached to the surname or separated by a white space. Because these titles are fossilized, they are considered an integral part of the name and should always be included in data entry.
- TER PETROSYAN, GRIGOR
 - DER BOGOSIAN, HAGOP
 - HAJI MARTIROSIAN, ARAM
 - ADJI KARAPETIAN, ARTAK
 - MELIK STEPANYAN, AVETIK
- c. Some Jewish Russians have names which appear Germanic (such as WEISSBAUM or SHORNSHTEYN) but others have more historically Jewish names and possess the particle BEN ("son of") at the beginning of the surname, such as BEN YEHUDA or BEN DAVID.
- d. Similarly, there are Turkic people in the former Soviet Union, especially the Central Asian nations and Azerbaijan, who have traditional Muslim names with Slavic suffixes such as with MUKHAMMEDOV. These older Muslim names show evidence of having been Slavicized in previous generations with the accompaniment of Russian suffixes and transliteration styles which point to a Cyrillic background. Others have a straightforward Arabic name structure and spelling. These names use the common Arabic affixes such as AL, ABDUL, BEN/BIN, SHAYKH/SHEIKH or ABU. Although some individuals using the Arabic structure appear to be recent immigrants, many others have surnames that reveal an origin within the former Soviet Union, such as AL DAGESTANI (from Dagestan in southwestern Russia near Azerbaijan) or AL KAVKASI (from the Caucasus Mountains). Other examples include:
- AL TASHKENTI, ABD AL AZIZ
 - AL KAZAKHA, HAMZA
 - AL TURKI, IBRAHIM

9 FAM Appendix F, 612.2-3 Patronymics

(CT:VISA-936; 03-18-2008)

- a. The patronymic is a very important part in the identification of an individual as it sets him or her apart from those who may have the same

given name and surname. For example, the individuals VLADIMIR STEPANOVICH ROMANOV and VLADIMIR MAKSIMOVICH ROMANOV are two distinct people. Historically, the Slavic patronymic style was the most common, but since 1991 there has been a growing number of individuals from the Turkic nations in Central Asia and Azerbaijan using Turkic patronymics for men and women.

- b. For men, patronymics include Slavic endings -ovich, -evich, -OVYCH and Turkic -OGLU, -UGLI, -OGLI, -ULY, -UGHLI, -UULY, -UULU; for women, Slavic -OVNA, -EVNA, -IVNA and Turkic -KYZY, -KIZI, -QIZI, -GYZY.
- c. Although -OVICH/-EVICH and -OVNA/-EVNA are suffixes and should always be attached to the patronymic, as in ALEKSANDRA VLADIMIROVNA KUZNETSOVA, the suffixes -OGLY/UGLI and -KYZY/KIZI, -QIZI, -GYZY may be either attached or separate elements: RAUF KEMAL OGLY HASSANOV.

9 FAM Appendix F, 612.3 Gender, Inheritance, and Marriage

(CT:VISA-936; 03-18-2008)

- a. Many women in the former Soviet Union have given names, patronymics, and surnames ending in "-A", though some Ukrainian and Belarusian surnames are not suffixed based on gender. A woman's patronymic consists of her father's given name with the suffix -OVNA or -EVNA whereas a man's patronymic consists of his father's name followed by -OVICH or -EVICH. Women generally take the husband's surname upon marriage, but this now occurs in only about half of the population. The married woman's patronymic is not affected. Post officials may obtain further information on an applicant by entering the individual's maiden name as an alias.
- b. Children will inherit the father's given name as their patronymic and the father's surname as their own surname. Female children will take the father's surname with a feminine suffix where applicable. A typical example of the Russian hereditary name structure is as follows:
 - Father: ALEKSEY KONSTANTINOVICH IVANOV
 - Daughter Olga's full name: OLGA ALEKSEYEVNA IVANOVA
 - Son Mikhail's full name: MIKHAIL ALEKSEYEVICH IVANOV
- c. As mentioned previously, there are surname suffixes which are gender- and marital status-specific. The most common male Lithuanian surnames typically have a suffix ending of a vowel followed by "-S". An unmarried woman inherits her father's surname, but with a suffix which indicates she is unmarried. When she becomes married, she takes her husband's

surname with a “married woman’s” suffix.

d. Lithuanian Family Name Structure (SURNAME, GIVEN NAME):

Husband’s Name	JONKAITIS, AUDRIUS
Wife’s Name	JONKAIENE, EMILIJA
(unmarried) Daughter’s Name	JONKUTE, VIDA

If JONKUTE, VIDA marries a man named RAULICKIS, EDVINAS, she will become RAULICKIENE, VIDA.

e. Women and men from the Turkic nations in Central Asia are increasingly switching to historically Turkic patronymics. Since this changing of patronymic styles is a current phenomenon, there may be parallel records for individuals with both Slavic and Turkic forms. For example:

- Male: NADZHAFALIEV, DZHASIM HASHIMOVICH
NADZHAFALIEV, DZHASIM HASHIM OGLY
- Female: URAZOVA, SHODIYA KOMILJONOVNA
URAZOVA, SHODIYA KOMILJON KIZI

9 FAM Appendix F, 612.4 Transliteration

(CT:VISA-936; 03-18-2008)

a. An additional complication occurs because the original script of many NIS names is not Roman at all, but rather one of several different Cyrillic scripts, Armenian, or Georgian. There are multiple methods for transliterating or transcribing these names into Roman script, such as the U.S. Bureau of Geographic Names standard, British methods, as well as German and Francophone models. Other spelling differences originate from attempts to spell names phonetically. These often result in certain letters being more commonly switched, such as K/G, D/T, X/KS, B/P/V, etc. Below are several Russian names which can be rendered differently:

- AKSENOV - AXENOV – AKSJONOV -AKSYONOV
- VICHNIAKOV - VISNNYAKOV
- ODIZHEV - OTIJEV
- OUSTINOFF - USTINOV

b. Armenian names have an added variable of a large expatriate population and two well recognized dialects, Eastern and Western Armenian. The transliterations are often very different but the pronunciations are very close.

- KIOUTOUNIAN - KYUTUNYAN
- MANOOGYAN - MANUKYAN
- SARGISYAN - SARKISSIAN
- ZADURYAN – TSATURYAN
- MUGERDITCHYAN - MKRTYTCHIAN

9 FAM Appendix F, 612.5 Linguistic/Dialectal Variations

(CT:VISA-936; 03-18-2008)

There are many given names used throughout the former Soviet Union either by Slavic migrants or cultures that were Christian. Each of the former Republics has a form of the name that is relatively standard for that language though the spelling may change when crossing borders due to deliberate nativization.

COUNTRY	NAME		
Russia	SERGEY	YEVGENIY	DMITRY
Ukraine	SERHIY	YEVHENIY	DMYTRO
Belarus	SIARHEI	YAUHENI	DZMITRY
Moldova	SERGIU	EUGEN	DUMITRU
Georgia	SERGO	EVGENI	DIMITRIY
Latvia	SERGEJS	JEVGENIJS	DMITRIJS
Lithuania	SERGEJUS	EUGENJUS	DMITRIJUS
Estonia	SERGEI	JEVGENI	DMITRI
Armenia	SERGIY	YEVGINE	DIMITRI

9 FAM Appendix F, 612.6 Nativization

(CT:VISA-936; 03-18-2008)

- As cultures come in contact, words are borrowed among languages,

including names. When any word is borrowed into another language, it is nativized – made to fit into the new language – through spelling or pronunciation changes. Trends in name borrowing into various languages and cultures vary, and it is not possible to state a general trend across cultures.

- b. One common example of this occurs in Latvianized former-Soviet names. Many names from around the former Soviet Union can be found in Latvia, where they have been nativized to look and sound more Latvian according to fairly regular rules (KH→H, Y→J, DZH→DJ, ZH→Z, CH→C, TS→C, and adding an S to the end). Examples of typical Latvianized names appear below:
 - BERZHE, ANDREY → BERZE, ANDREJS
 - TIMCHUK, VLADIMIR → TIMCUKS, VLADIMIRS
 - LESHCHOV, PYOTR → LESCOVS, PJOTRS/PETERIS
 - LOTSAN, ALEXANDER → LOCANS, ALEKSANDRS
- c. In these cases, the bearers of these names are in fact ethnically non-Latvians living in Latvia, probably for several generations, who have nativized their names to be Latvian.
- d. Additionally, many individuals may relocate to a specific area and not only change the spelling of their names but will also switch to the cultural markers that are inherent to that new region. The following list includes a few examples:
 - Armenian to Russian: MKRTCHYAN → MKIRTYCHEV
 - Armenian to Ukrainian: AZATIAN → AZATYAK
 - Armenian to Latvian: STEPANIAN → STEPANIANS
 - Ukrainian to Latvian: VOLYNCHUK → VOLINCUKS
 - Latvian to Russian: ROSENCVEIGS → ROSENTSVEYEG
 - Ukrainian to Moldovan: YANKO → IANCU
- e. There are many instances of parallel records which have cultural markers identifying them as being part of a particular ethnic group. This could happen either because of nativization or because the transliteration standards from Russian to Latin letters are different from those transliterated from Ukrainian and Belarus Cyrillic.
 - Russian to Ukrainian: KALIOJNYI, IGOR → KALYUZHNYI, IHOR
 - Russian to Ukrainian: POGORELOVA, OLGA → POHORYELOVA, OLHA
 - Russian to Belarus: SETCHKO, EVGENIY → SIACHKO,

YAUHENI

9 FAM Appendix F, 612.7 Data Entry**9 FAM Appendix F, 612.7-1 Soft Signs and Apostrophes***(CT:VISA-936; 03-18-2008)*

The Slavic languages of the former Soviet Union (Russian, Belarus, and Ukrainian) have a letter known as a "soft sign" which has no sound of its own but changes the pronunciation of letters around it. During transliteration, this letter is often rendered as an apostrophe, as in OL'GA and TAT'YANA. Dropping the apostrophe will result in a white space in the name, thereby improperly splitting it. When entering names with the soft sign the diacritic should be dropped and the name completely joined, as in OLGA and TATYANA.

9 FAM Appendix F, 612.7-2 Patronymics*(CT:VISA-936; 03-18-2008)*

- a. In the newly independent states (NIS) of the former Soviet Union (i.e., Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Russia, Turkmenistan, Ukraine, Georgia, Estonia, Armenia, Tajikistan, Latvia, Lithuania, and Uzbekistan), many names follow the traditional Slavic pattern in which the middle element is a patronymic. Despite the cultural practice of patronymics, it is very common to find individuals from these newly independent nations who do not have or do not include this name part in his or her paperwork. When entering names from the former Soviet Union it is important to include this patronymic where possible. In some cases where only the given name and surname have been rendered on the passport in Latin letters, it may be necessary to use a standardized transliteration scheme to enter an alias with a patronymic in order to complete the entire name.
- b. Below are examples of typical male and female names that follow the Slavic format from the former Soviet Union.

Given Name	Patronymic	Surname
SERGEI	ALEKSANDROVICH	SMIRNOV
TATYANA	ALEKSANDROVNA	SMIRNOVA

- c. Many small children will not have a patronymic listed when they are listed on their parent's passport. Despite the presence of the parents' names, the father's given name should not be converted and entered as a patronymic.
- d. Often non-Russian former Soviets may come to posts in Russia with passports from one of the other former Republics. Despite the official structure mandated by the former Soviet government, many of these nations do not include a patronymic in their citizens' paperwork. If the applicant has a patronymic that is not included on the passport, the patronymic should be entered as an alias.

9 FAM Appendix F, 612.7-3 Diminutives

(CT:VISA-936; 03-18-2008)

- a. Diminutive forms of names are sometimes found in official documents. Slavic diminutives can usually be identified relatively quickly by the presence of one of their typical given name suffixes. The most common of these is -OCHKA, -ENECHKA, -USHKA, -YA, -SHA, etc. Some of the more common Slavic diminutives are:
 - IVAN = YANYUSHKA, VANYA or VANECHKA
 - PETR = PETYA, PETENKA or PETECHKA
 - YURI = YURA or YUROCHKA
 - NATALIYA = NATA, NATASHA or NATASHENKA
 - ELENA = ALYONA, LENA or LENOCHKA
 - MARIYA = MASHA or MASHENKA
 - MIKHAIL = MISHA or MISHENKA
 - EKATERINA = KATYA, KATERINA, KATYUSHA, KATENKA
- b. Armenian diminutives are formed very differently from the Slavic archetype. The standard practice in Armenian is to take the root of the name and add -AG/AK or -IG/IK.
 - ARMEN = ARMENAK
 - GRIGOR = GAGIK
 - ZARINE - ZARIK
- c. Only the formal version of the applicant's name should be used but it may be beneficial to enter the diminutive form as an alias as it is often very different from the official version.

9 FAM Appendix F, 612.7-4 Data Entry in Special Cases

(CT:VISA-936; 03-18-2008)

Special cases may arise if the family structure is not traditional. If a Russian family adopts a child they will often pick a new date of birth for the child. In the event that the mother is unmarried and the father is not present to confirm paternity, the mother is strongly discouraged from using the father's given name as the patronymic. There are several options, however. The mother may:

- Use the mother's own patronymic
- Create a patronymic based on the mother's given name
- Create a patronymic based on the masculine form of the mother's given name
- Use a Western-style random middle name which has no significance to the family lineage

9 FAM Appendix F, 612.8 APPENDIX

(CT:VISA-936; 03-18-2008)

The following are examples of names and suffixes from the former Soviet Union. Sections demarcated by 'male' or 'female' display suffixes specific to that gender alone. The (m), (f) markers after an example simply indicate the gender of that particular name, though the suffix could be used by either gender.

9 FAM Appendix F, 612.8-1 Russian Names

(CT:VISA-936; 03-18-2008)

Male: ROJANSKY, ANTON VIKTOROVICH
 ANFILOVIEV, DMITRIY STANISLAVOVICH
 RADAYKIN, NIKOLAY NIKOLAEVICH
 VODOPYANOV, MIKHAIL GENNADYEVICH

Female: VOSKRESENSKAYA, VALENTINA VIKTOROVNA
 YAKOVLEVA, IRINA VLADIMIROVNA
 POLSHINA, MARIYA DAVYDOVNA
 BROUTCHKOVA, ANNA GEORGIYEVNA

9 FAM Appendix F, 612.8-2 Ukrainian Names

(CT:VISA-936; 03-18-2008)

Male: YAROVYI, VYACHESLAV MYKOLAYOVYCH

LESNYKH, MYKHAILO YURIYOVYCH/IIURIYOVYCH

Female: CHAHOVA, OLHA MYKHAILIVNA

Both Genders:

YAREMCHUK, NADIYA MYKHAILIVNA (f)

STOPCHAK, ROMAN MYKOLAYOVYCH (m)

ZHOVTONIZHKO, SVITLANA IVANIVNA (f)

STEPCHENKO, ANDRIY ANDRIYOVYCH (m)

KONYUSHENKO, VOLODYMYR (m)

SAMONCHIK, LYUDMYLA IVANIVNA (f)

BEDA, VLADYSLAV MYKHAILOVYCH (m)

ZHYKHAR, OKSANA (f)

PETRASH, MYKOLA (m)

POLTAVETS, IVAN (m)

LIFSHITS, VOLODYMYR MIKOLOYAVICH (m)

9 FAM Appendix F, 612.8-3 Lithuanian Names

(CT:VISA-936; 03-18-2008)

Male: KAZIMIERAS, BUDVYTIS
LEKAVICIUS, LEONAS
ANDRIUKAITIS, JANKUNAS
SADAUSKAS, JONAS
KAIRYS, DARIUS
VALATKA, GEDIMINAS
KUNCE, ALGIMANTAS

Unmarried Female: JOKUBAUSKAITE, VILIJA
MALKEVICIUTE, KORNELIJA
MATONYTE, EDITA

Married Female: GARBARAVICIENE, ANGELINA
ZVONKE, NATALIJA

9 FAM Appendix F, 612.8-4 Latvian Names

(CT:VISA-936; 03-18-2008)

Male: VITOLINS, IVARS VIESTURS

PURVLICIS, JANIS

Female: PUJATE, IZABELLA

GABURA, JULIJA

9 FAM Appendix F, 612.8-5 Belarusian Names

(CT:VISA-936; 03-18-2008)

Male: MIKHALEU, SIARHEI

CHEKHAV, HENADZI

SKARABAHATAU, ULADZIMIR

SHARSNIOU, ALIAKSANDR

Female: SEUTSAVA, KATSIARYNA

BAHDANAUA, ANASTASIYA MALKHOVNA

Either Gender: HRYHARTSEVICH, SERGEY CHESLAVOVIC (m)

ZASULEVICH, VALIANTSINA ANATOLYEVNA (f)

9 FAM Appendix F, 612.8-6 Moldovan Names

(CT:VISA-936; 03-18-2008)

Either Gender: POPESCU, MIRCEA (m)

COJOCARU, MIHAI (m)

ROTARU, VIORICA (f)

CIOBANU, CORINA (f)

GUTU, CRISTINA (f)

ZUBCU, MIRCEA (m)

9 FAM Appendix F, 612.8-7 Armenian Names

(CT:VISA-936; 03-18-2008)

Either Gender: TER GRIGORIAN, NAKHAPET (m)

MKRTCHYAN, ZURUHI (f)

KHACHATRYANTS, GARIY (m)

AYUNTS, ARA (m)

KHORKHORUNI, SATENIK (m)

9 FAM Appendix F, 612.8-8 Georgian Names

(CT:VISA-936; 03-18-2008)

Either Gender: SHARASHENIDZE, TAMAZ MIHAILOVICH (m)
MSHVENIERADZE, DJOUMBER (m)
TSALUGHELASHVILI, VAKHTANG (m)
TSUTSUNAVA, MZISADARI
TSKAHADAIA, AVTANDIL GEORGIEVICH (m)
TSIKLAURI, BESI KI (m)
TSINDELIANI, VAKHTANGI (m)
GHUKHUA, BONDOLADIMER (m)
GVERDTSITELI, NINO GEORGIYEVNA (f)
TCHINTCHARAULI, RUSUDAN SOLOMONOVNA (f)
KHELISUPALI, MAMUKA (m)

9 FAM Appendix F, 612.8-9 Azeri and Central Asian Turkic Names

(CT:VISA-936; 03-18-2008)

Male: MUZAFFAROV, TAKHIRDJAN ZAKIROVICH
MAMADOV, ELMADDIN MAHMUD OGLU
GUSEYNOV, MAGTUMGULY
YUSIFLI, SEYMUR AFTANDIL OGLU
Female: ZAKIRZHANOVA, ZHAZIRA SERIKBAEVNA
IBRAHIMOVA, NARMINA FIKRAT GIZI

9 FAM Appendix F, 612.8-10 Tajik Names

(CT:VISA-936; 03-18-2008)

Male: RAKHMANOV, SAIDOLIMHON SAIDUMAROVICH
Female: IBRAKHIMOVA, GULNARA SELEMETOVNA (f)

9 FAM APPENDIX F, 613 SPANISH

(CT:VISA-936; 03-18-2008)

Hispanic names account for a large portion of the Visa lookout database. Structurally, Hispanic names are usually comprised of three to four elements: one or two given names (nombre), and one to two surnames

(apellido). The table below shows common name structures composed of different combinations of these elements:

NOMBRE		APELLIDO	
FIRST GN	SECOND GN	PATRONYMIC SN	MATRONYMIC SN
JUAN	JOSÉ	LÓPEZ	CHACÓN
MARIO	ACUÑA	CASTILLO	--
MERCEDES	--	GÓMEZ	MORALES
FERNANDO	FRANCISCO	--	TORREZ
SOLEDAD	--	RODRIGUEZ	--

9 FAM Appendix F, 613.1 Surnames

(CT:VISA-936; 03-18-2008)

- a. The surname usually consists of two parts: one from the father, known as the patronymic surname (apellido paterno), and one from the mother, known as the matronymic surname (apellido materno or segundo apellido).
- b. The patronymic is the primary surname, meaning it is the surname that carries the most emphasis and it is presented first in the name string. For example, because LÓPEZ is the patronymic in the name JUAN JOSÉ LÓPEZ CHACÓN, Juan would be known as "Señor López," and not "Señor Chacón." His name would be catalogued as: LÓPEZ CHACÓN, JUAN JOSÉ.
- c. In traditional usage, the patronymic and matronymic were separated by y ("and"), as in JUAN JOSÉ LÓPEZ Y CHACÓN. This custom is no longer common.
- d. Some people have a multi-part patronymic or matronymic. A person can take more than one name from one or both parents in order to preserve a particular family name, or if one of the surnames is very common. This practice can lead to ambiguity. For example, for JUAN JOSÉ LÓPEZ CHACÓN CASTILLO, it is unclear whether CHACÓN is the second patronymic or first matronymic. Though some consular applications do not allow use of hyphens in data fields, a document will sometimes contain a hyphen that can remove the ambiguity, e.g., JUAN JOSÉ

LOPEZ-CHACÓN CASTILLO, indicating a multi-part patronymic LOPEZ-CHACÓN.

9 FAM Appendix F, 613.1-1 Women's Surnames

(CT:VISA-936; 03-18-2008)

- a. The practice of changing a woman's name after marriage is decreasing in popularity. If a woman does change her name after marriage, it may be only for social purposes and the husband's name will not necessarily appear in official documents.
- b. Though the following two customs are becoming less frequent, they still appear in some forms of documentation:
 - (1) When a woman marries, she sometimes replaces her own matronymic with her husband's patronymic, preceded by the preposition de (indicating "wife of"):
ADELA PÉREZ TRUJILLO marries JUAN LÓPEZ CHACÓN → ADELA PÉREZ (DE) LÓPEZ
 - (2) In the event of her husband's death, a woman retains the same name and adds VIUDA DE ("widow of") or variations of the phrase, which can include VDA. DE, or VDA. For example, MARÍA GOMEZ VDA. DE MARTINEZ.

9 FAM Appendix F, 613.1-2 Children's Surnames

(CT:VISA-936; 03-18-2008)

- a. Children typically take each parent's patronymic surname. If the couple from the example above had a daughter named ANA, she would be named as follows:
ADELA PÉREZ TRUJILLO & JUAN LÓPEZ CHACÓN → ANA LÓPEZ PÉREZ
- b. If a child is born to a single mother where the father is not listed on the birth certificate, or if the father is unknown or has not recognized the child to be legitimate, the child is considered an hijo/hija natural ("natural child"). In these cases, the child (whether male or female) will take the mother's patronymic surname twice, meaning the mother's patronymic surname will then become the child's patronymic surname and matronymic surname.
- c. For example, if a child named JOSÉ ANTONIO was born to MARÍA CHAVEZ LÓPEZ, who is a single mother and there is no father listed in the birth certificate, then the child's full name will be JOSÉ ANTONIO CHAVEZ CHAVEZ. His name would be catalogued as: CHAVEZ CHAVEZ, JOSÉ ANTONIO.

9 FAM Appendix F, 613.2 Particles in Names

(CT:VISA-936; 03-18-2008)

- a. Elements such as prepositions, articles and conjunctions are not names in and of themselves, but are attached to main name parts, thus becoming part of the name. There are several common combinations of particles in Spanish (aside from de preceding a woman's husband's patronymic), including de, de la, del, de las, and de los.
- b. These particles are most often found with surnames that are derived from places or objects, as in DEL MAR ("of the sea"). Some concatenations of particles and names have become fossilized, e.g., DE LA FUENTE becoming DELAFUENTE, and these variants can no longer be divided into separate name elements. Although the particle forms part of the name, it is common practice (e.g., in libraries), to index names without the particle. For example, JUAN DEL CASTILLO might be indexed as CASTILLO, JUAN DEL. This practice facilitates alphabetizing by the main surname element, but unfortunately splits the surname between name fields. In namechecking, particles should be kept together with the main name elements to which they are attached.
- c. It is also not uncommon to see two DE particles in a row, if a woman takes a man's surname, which already has DE or DEL in it: e.g., CASTILLO DE DEL ROSARIO, FACUNDA MARIA.

9 FAM Appendix F, 613.3 Given Names

(CT:VISA-936; 03-18-2008)

- a. In most Hispanic countries, it is common for a person to have more than one given name. People are generally called by their first given name, but if that name is very common (such as MARÍA or JOSÉ), then both names or just the second name might be used. For example, JOSÉ ESTEBAN might go by ESTEBAN.
- b. For females (especially in Mexico), there are numerous traditional names consisting of MARÍA, a particle, and a religious element such as the name of a virtue or a saint, for example, MARÍA DE JESUS or MARÍA DE LAS MERCEDES ("of the mercies").
- c. Similarly for males, there are numerous traditional names consisting of a first given name, a particle, and a religious element such as the name of a virtue or a saint, for example, JUAN DE JESUS or ESTEBAN DE LOS ANGELES ("of the angels").
- d. Many of the more common names, especially traditional religious names, can be abbreviated. Many times the name is not dependent on gender. One common abbreviation is the letter J for JESUS, as in MARÍA DE J, or

MANUEL DE J.

- e. Interestingly, there is a growing trend in Mexico where the actual first given name is the letter M or first two letters such as MA (for MARÍA) or J (for JOSÉ or JESUS). In the U.S., one may encounter records where the name is mistakenly entered as EMME or JOTA.
- f. There can also be a few instances where the same abbreviation may have different expansions for males and females, e.g., ANT may be ANTONIO for men and ANTONIA for women.
- g. Many common names and name combinations have nicknames, like MARISA or MARILÚ for MARÍA LUISA, or PACO for FRANCISCO. Nicknames are also formed using the diminutive suffix -ito (masc.) or -ita (fem.), e.g., PEPE/PEPITO, ANGELA/ANGELITITA.
- h. Commonly used nicknames include the following:
 - Pancho > Francisco
 - Tono, Tony > Antonio
 - Pepe > Jose
 - Chente > Vicente
 - Beto > Roberto or Norberto
 - Gaby > Gabriela
 - Chela > Graciela
- i. The use of professional titles as “nicknames” is also widespread in Latin America. A person with a Bachelor’s degree might be called a LICENSIADO (-A), someone with an engineering degree might be called an INGENIERO (-A), and those with doctorates are known as DOCTOR (-A). The professional title is followed by the person’s patronymic surname. For example, MARIA EUGENIA TORRES CASTILLO who has a Bachelor’s degree may be known as LICENSIADA TORRES. However, note that the professional title is not part of the name as such, but only used to conjure social or economic stature in society. Titles should not be included in data entry.
- j. Additionally, a suffix such as JR. (“junior”) may also be seen as a first name such as JUNIOR or taken as the child’s nickname.

9 FAM Appendix F, 613.4 Regional Variation

(CT:VISA-936; 03-18-2008)

The peculiarities of various countries are too numerous to discuss. The list below is a sample of the variation one can encounter.

- (1) Argentines usually go by the patronymic only. For instance, the

Argentinean author JORGE LUIS BORGES does not use his full surname BORGES ACEVEDO.

- (2) Italian names are common in Argentina, e.g., GIORDANO, GIANNI, LUISELLA.
- (3) In some regions, such as the Dominican Republic and Central America, it is common to find English given names, such as WALTER or EDWIN.
- (4) In Cuba, it is common to find Russian names such as BORIS and OLGA.
- (5) Hispanics in the U.S. sometimes Anglicize their names by presenting the patronymic last. If a family is in a transitional stage between Hispanic and American customs, there may be great variability in the structure and usage of their names.
- (6) Similarly, people from other cultures who immigrate to Hispanic countries may keep their cultural names but add Hispanic naming conventions. The name LU DE HO, LIRONG is one example of a person of Chinese origin following the convention of using the husband's surname with a DE after her own surname.

9 FAM Appendix F, 613.5 Data Entry / Namechecking

(CT:VISA-936; 03-18-2008)

- a. All surname elements should be entered into the surname field, with the patronymic (primary) surname first. Particles should be kept in the namecheck, and should not be split across name fields.
- b. Accent and/or tonal markers may appear on official documentation, but should not be entered in any form into the namecheck (e.g., PÉREZ as PE'REZ should be entered as PEREZ).
- c. Typically, nicknames do not appear in official documents, but may show up as aliases. If a given name appears to be an abbreviation, a nickname or diminutive, the applicant should be questioned for the full original name.
- d. Documents dividing names into fields usually include all surnames in the surname field. For married women, one may find just the husband's name in the surname field, which leaves the woman's patronymic surname in the given name field. Another variation occurs when the surname field includes only the primary surname.
- e. In all cases where the name is divided, the name should be entered as it appears in the documentation, but aliases may be necessary. Aliases

should also be used for married women when there are indications that they may have changed their name. Below are guidelines on how to enter names when presented in different ways.

- Original name not divided into separate fields: ADELA PÉREZ DE LÓPEZ
Enter: PEREZ DE LOPEZ, ADELA
- Most typical pattern: PÉREZ DE LÓPEZ, ADELA
Enter: PEREZ DE LOPEZ, ADELA
- Multiple given names and surnames: ADELA ANA CAÑEDO PÉREZ DE LÓPEZ
Enter: CANEDO PEREZ DE LOPEZ, ADELA ANA
- Only husband's name is in the surname field: LÓPEZ, ADELA PÉREZ DE
Enter: DE LOPEZ, ADELA PEREZ
Alias: PEREZ DE IOPEZ, ADELA
- Only primary surname is in the surname field: PÉREZ, ADELA DE LÓPEZ
Enter: PEREZ, ADELA DE LOPEZ
Alias: PEREZ DE LOPEZ, ADELA
- Particle in name: DEL CASTILLO, JUAN
Enter: DEL CASTILLO, JUAN
- Particle detached and entered into given name field: CASTILLO, JUAN DEL
Enter: DEL CASTILLO, JUAN
- Woman with a name change after marriage: ANA BELKIS ALCANTARA LUGO
Enter: ALCANTARA LUGO, ANA BELKIS
Alias: ALCANTARA LUGO DE CASILLA, ANA BELKIS
or (dependent on the regular formulation of the culture)
Alias: ALCANTARA DE CASILLA, ANA BELKIS

9 FAM APPENDIX F, 614 SWISS

(CT:VISA-685; 02-01-2005)

- a. In general, the name checking of Swiss visa applicants should not pose a problem as Swiss names almost always follow Western norms: a first name, a middle name, and a last name. The name check should be performed following the names provided in the passport: Surname, given name(s).

However, Swiss naming practices after marriage provide several options,

which might be cause for confusion.

- b. Swiss Names After Marriage/Children's Names. For example, after marriage:
 - (1) A couple may choose to use just the man's last name or the woman's last name as the family name; and
 - (2) The man and/or the woman may use the partner's last name as the family name, but keep his or her own name and put it in front of the family name, separated with a space.
- c. If the couple chooses the first option, they can add the other name separated with a hyphen. For example:
 - (1) If Mary Lamb married Robert Doe, they could then be called Mary Lamb and Robert Lamb, and their children would have the last name Lamb;
 - (2) If the two married, they could then choose to be called Mary Doe and Robert Doe, and their children would have the last name Doe;
 - (3) If the wife could be called Mary Doe, the husband Robert Doe Lamb with the children being given the last name Lamb; or
 - (4) The wife could choose to be called Mary Lamb Doe, the husband Robert Doe with the children acquiring the surname Doe.
- d. In Swiss practice, married women write their maiden names as a hyphenated suffix to their married names (e.g., Mary LAMB after marrying Robert DOE could write her name as Mary DOE-LAMB or Mrs. Robert DOE-LAMB). This practice can extend to the husband, who might after his marriage, write his name as Robert DOE-LAMB, and to the family collectively (addressed as the family DOE-LAMB), but not to the children individually.

A common mistake in dealing with Swiss names is to give the applicant's family name (i.e., the last name) next to last in order, followed by the family name of the mother (for example, John Doe Lamb for the son of Robert Doe and Mary Doe nee Lamb). This system could result in confusion, particularly in telegraphic clearance requests wherein the message is usually all in capital letters. Normally the name JOHN DOE LAMB as it would appear in a telegram would be checked against Lamb as the last name.

9 FAM APPENDIX F, 615 VIETNAMESE NAMES

(CT:VISA-685; 02-01-2005)

- a. Most Vietnamese names consist of three elements. The first is the family or clan name, such as Nguyen. Next comes the middle name, e.g., Van.

Then comes the given name. A typical Vietnamese name would be: Nguyen Van Hung, in which Nguyen, the family name, is transmitted from generation to generation through the male child. Van is the middle or “cushion” name. Hung, the given name is last.

- b. Sometimes, for men only, there is no middle or cushion name, e.g., Dinh Tam, Nguyen Tuyet, etc.
- c. Occasionally Vietnamese family names have two elements, normally hyphenated, such as Vu-Pham.

(1) **Middle Names**

The middle element is frequently a gender marker. The middle name Thi indicates a female and Van indicates a male.

(2) **Given Names**

Two-element, given names, in addition to the Thi or Van middle names, are not uncommon. A female may be named Trung Thi Hoa Diep, where Hoa Diep is the given name.

(3) **Passport and document formats and data entry**

Vietnamese passports and documents generally present the name in a string with no separate fields for surname and given name. In the name NGUYEN VAN VANG, the surname is the first element, NGUYEN. The first name is VANG and should be entered first in the given name field, followed by Van, the middle name and gender marker. Thus, it is entered NGUYEN, VANG VAN. The female name, NGUYEN THI SANG, is entered NGUYEN, SANG THI.

9 FAM APPENDIX F, 616 MUSLIM NAMES IN SOUTH ASIA

(CT:VISA-936; 03-18-2008)

- a. This section covers Muslim names found in Bangladesh, India, and Pakistan. Muslim names in this part of the world are strongly influenced by Arabic, Farsi, and local languages, but usually follow different naming patterns than those found in the Arabic world.
- b. Naming conventions for Muslims in South Asia are inconsistent. There were some attempts in the early 20th century to require that people take Western-style surnames, but today this practice is not followed throughout this region.
- c. Instead, many Muslims in South Asia will follow a traditional Arabic name style using the father’s first name as a second name. But unlike Arabs, names usually only go back one generation on formal documentation.

That is, the grandfather's and great-grandfather's given names are not included at all. However, there are a variety of other naming patterns that can be found in the region.

9 FAM Appendix F, 616.1 Types of Names

(CT:VISA-936; 03-18-2008)

The types of names used by Muslims in South Asia will vary quite a bit. For the purposes of this document, names are being divided into four categories: Given Names, Patronymics, Religious Names, and Family Names. There are also various titles that are often seen in names in this region.

Muslims tend to choose from a limited set of names. For this reason, it is very beneficial to buy a Muslim name dictionary to identify transliteration issues and clarify name structure. If you are familiar with Muslim names, the name structure will be much less confusing.

9 FAM Appendix F, 616.1-1 Given Names

(CT:VISA-936; 03-18-2008)

All individuals will have at least one given name. Most Muslim given names are borrowings from Arabic or Farsi with a strong preference for the Arabic compound names based on the Most Beautiful Names of Allah (which describe the attributes of ALLAH), e.g., ABDEL RAHMAN, ABDEL SALAH, and NURUDDIN. Long lists of these names can be found by doing an internet search on "the Most Beautiful Names of Allah". Portions of these compound names are referred to in South Asia as Religious Names, which are explained in more detail in section 2.3.

Arabic and Farsi compound names are extremely common on the region and include the following. The underline portions of the names are all strong indicators that the person is using a compound name.

NUR <u>JAHAN</u> (f)	Light of the World
BADR <u>UL NESA</u> (f)	Full Moon of the Woman (and various other names occurring in tandem with UL NESA, meaning "The Woman")
ZIA <u>UDDIN</u> (m)	Light of the Faith (and various other names ending in UDDIN, ULDIN, ELDIN, ALDIN, etc)

MUHYI <u>ULDIN</u> (m)	Reviver of the Faith
NUR <u>UL HAQQ</u> (m)	Light of the Truth (and various other names occurring in tandem with UL HAQQ meaning "The Truth")
ZIA <u>UL HAQQ</u> (m)	Light of the Truth (name of former president of Pakistan)
<u>ABDUL</u> MALIK (m)	Servant of the King (and various other names beginning with ABDUL, ABDUR, ABDUS, etc meaning "Servant of")
HABIB UR RAHMAN	Friend of the Merciful (and various other names occurring in tandem with UR RAHMAN meaning "The Merciful")
ZIA <u>UL RAHMAN</u> (m)	Light of the Most Merciful (name of the former president of Bangladesh)
NUR <u>ULLAH</u> (m)	Light of Allah (and various other names occurring in tandem with ULLAH, ALLAH meaning God)
SAIF <u>ULLAH</u> (m)	Sword of Allah
NUR UL ZAMAN	Light of the era (and various other names in tandem with UL ZAMAN, UZZAMAN meaning "The Era")

Many other simple names are also popular, e.g., ASIF (m), AMJAD (m), FAROOQ (m), HAMIDA (f), FATIMAH (f), IRSHAD (m), IFTIKHAR (m), AFTAB (m), FAISAL (m), NAEEM (m), ALTAF (m), SARWAR (m), etc.

9 FAM Appendix F, 616.1-2 Patronymic/Nasab

(CT:VISA-936; 03-18-2008)

Muslims in South Asia will often use the father's given name as a second name. Especially in India, it is not uncommon to have the father's given name precede the individual's given name. This might lead to inconsistency

in how an applicant presents his name on documentation.

9 FAM Appendix F, 616.1-3 Religious Names and Titles

(CT:VISA-936; 03-18-2008)

a. SYED

- (1) Some Muslims in South Asia will use a religious name, most commonly SYED. Taken from the Arabic title of respect, SYED is used by some Muslims in South Asia to signify their belief that they are descended from the Prophet Muhammad's daughter Fatimah and the first Shia Caliph, Ali ibn Abu Talib. The title is predominantly used by Shia, but some Sunnis use it as well. SYED in this part of the world is not a title that can simply be dropped the way MR is dropped in Western documentation. SYED is considered part of the name and normally precedes the given name that the individual would go by socially. However, when incorporating into Western culture, an individual may move SYED to a middle name or last name position, so it is not mistaken for a given name.
- (2) For example, SYED SHAHBAZ ALI is known socially as SHAHBAZ.
- (3) Women in the line of SYED will less often use the title SYEDA.
- (4) Although, literally a title in Arabic, in South Asia SYED is part of the name and should not be dropped in the namecheck.

b. Religious Names as Part of a Given Name

- (1) The name MUHAMMAD has special standing as a religious name in South Asia. Men named MUHAMMAD will often have a second given name as well. This second given name is the name the individual will go by socially. It is very common, especially in Bangladesh, for the religious name MUHAMMAD to be abbreviated to MD (not to be confused with Western "Doctor of Medicine"). MUHAMMAD might also be abbreviated to MOHD, MHMD, or simply the letter M.
- (2) When an individual has a religious name such as MUHAMMAD, it may be considered rude and even taboo to refer to him by the religious name alone. If somebody is named MUHAMMAD FAROOQ, it is best to call him MUHAMMAD FAROOQ (formal) or FAROOQ (informal), but never MUHAMMAD alone. Note that this is different from the Middle East where MUHAMMAD alone is an acceptable given name. Although Middle Easterners named MUHAMMAD might have a nickname because their name is so common, being called MUHAMMAD informally is not taboo as it is in South Asia.
- (3) Also, ALLAH and ULLAH, which are often part of compound names borrowed from Arabic, should never be used alone, e.g., NUR

ULLAH might be called NUR informally, but not ULLAH. ALI, AHMED, and HUSSEIN are sometimes, but not always, considered a religious name.

- (4) If unsure of what might be a religious name, it is best to call the person by their complete name to prevent offense.
- (5) Although people might not go by their religious name, religious names are not negligible and should not be dropped in the namecheck.

c. Religious Names and Islamic Achievements

- (1) Additionally, South Asian Muslims will often legally change their name when achieving a significant goal in the Islamic faith. Most commonly the honorific (or laqab) AL-HAJJI is added to names to signify the pilgrimage to Mecca, as is seen in much of the Islamic world.
- (2) In South Asia, documentation will also often be updated to add in religious titles, such as KAZI, MAULANA, MAULAWI, MOLLAH, PIR, and MULVI. For this reason, it is best to review all documentation to see how a name might have changed over time.
- (3) HAAFIZ is a title that may be added to someone's name if this person has memorized the entire Quran. However, it is easily confused with the related given name HAFIZ which may be spelled the same way in transliteration.

d. Late

Bangladesh passports use the English word LATE before a name to indicate that somebody is deceased. Although this should never be seen in the name of the applicant, it is regularly seen in the spouse and parents name fields. It is not a title and is not normally part of the name.

e. Family Name/Surname

- (1) In some cases, a family name or surname is consistently used. These names may be taken from clans, castes, religious names, or fossilized given names.
- (2) Some of the more common surnames are: KHAN, CHOWDHRY, PERWEEN, PARVIN, SHAH, ZAIDI (a surname form of SYED), TARI, PASI, FAROOQI, and RIZVI. It is also, common to see the religious names HUSSEIN, ALI, and AHMED used as family names, especially for families who have moved to the West.

f. Initials and Abbreviations

Some names are commonly reduced to initials and abbreviations. It is important to note that these initials and abbreviations are not the same ones used in Nepal and South India.

Common abbreviations seen in Muslim names of Pakistan, India, and Bangladesh include:

- CH: CHOWDHRY (commonly used as a surname)
- M/MD/MOHD/MHD/MHMD: MUHAMMAD
- MOST/MST: MUSSAMAD/MUSSAMAT (Feminine Gender Marker. See more information in section on women's names)
- AKM: ABUL KHAYR MUHAMMAD
- Reduction of the Arabic compound names to initials, such as AM for ABDELMAJID

9 FAM Appendix F, 616.2 Structure of Names

(CT:VISA-936; 03-18-2008)

- a. In South Asia, the number of names used by Muslims can vary greatly. Probably, the most common number seen on documentation is two or three names. However, one person might have only one name while another might have six or more. It is very possible that parents, children, and siblings will not share any of the same names.
- b. Usually, the name order is (Optional Religious Name) + (Given Name) + (Optional Father's Given Name) + (Optional Family Name). It is not uncommon, especially in India, for the order to be reversed such that the given name is presented last.
- c. Some common formulations are the following:
 - Given Name + Father's Given Name
 - TARIQ ASIF
 - Given Name + Family Name
 - TARIQ KHAN
 - Religious Name + Given Name + Father's Given Name (or alternately Father's Family Name)
 - Example 1: SYED TARIQ FAROOQ (Father's Given Name)
 - Example 2: SYED TARIQ ZAIDI (Father's Family Name)
 - Religious Name + Given Name + Father's Religious Name and Given Name
 - SYED TARIQ SYED FAROOQ
 - Given Name + Father's Given Name + Grandfather's Given Name (especially in India)
 - TARIQ FAROOQ MUHIB

- Woman's Given Name + BIBI or BEGUM (see section on women's names)
 - Example 1: FATIMAH BIBI or BIBI FATIMAH
 - Example 2: JAHANARA BEGUM
 - Woman's Given Name + BIBI or BEGUM + Family Name
 - BIBI AISHA KHAN or AISHA BIBI KHAN
 - Woman's Given Name + BIBI or BEGUM + Husband's or Father's Given Name
 - IRSHAD BEGUM RAMZAN
 - BEGUM + Husband's Given Name (with no distinguishing woman's given name)
 - BEGUM RAMZAN
- d. The more complex formulations are found when the individual has a compound Arabic name such as SAIF ULLAH or ABDUR RAHMAN. In such cases, these compound names might be thought of as two or more names (while an Arab would think of them as one name), and so the individual will use no other name.
- Root of Name + Suffix of Name
 - Example 1: SAIF ULLAH
 - Example 2: NURUL DIN (Bangladesh)
 - Example 3: NUR UDDIN (India and Pakistan)
 - Religious Name + Root of Name + Suffix of Name
 - Example 1: MD SAIF ULLAH
 - Example 2: SYED NURUL DIN
 - Prefix of Name + Root of Name
 - ABDUL HAQQ
 - Religious Name + Prefix of Name + Root of Name
 - MUHAMMAD ABDUL HAQQ
 - Root of Name + Suffix of Name + BEGUM or BIBI
 - MEHRUN NISA BEGUM

9 FAM Appendix F, 616.3 Inheritance of Names

9 FAM Appendix F, 616.3-1 Women's Names

(CT:VISA-936; 03-18-2008)

- a. Women may or may not change their name after marriage. If they do change their name, they would likely replace a name taken from their father with one taken from their husband.
- b. The two most common names used by women are BIBI and BEGUM. Each usually occurs in conjunction with another given name. However, in Pakistan there are some cases where a woman has only the name BIBI or BEGUM in documentation. There are differing explanations as to why these two names occur so often.
- c. BIBI is literally a title meaning a lady of rank. In some cases it is used as the title, while in others it may be part of a given name. In some cases BIBI is used for young girls and will be changed later after she marries (possibly to her husband's given name, surname, or the title BEGUM). In other cases, it might not change after marriage remaining with the woman throughout her life. BIBI might be found before or after the given name.
- d. BEGUM is also literally a title meaning "queen" or lady of rank. In some cases, it is a title taken by married women and might be used in conjunction with her husband's given name, rather than her own. In other cases, a woman might use BEGUM throughout her life. BEGUM usually follows the given name.
- e. Less commonly seen in women's documentation is the title MOSAMMAD/MUSSAMAD/MOSSAMET (sometimes abbreviated as MOST or MST). It can be used as a name or as an indication that a woman is married. Although it may seem similar to the Western title MRS, it does function as part of the name and should not be dropped from the name during data entry. MOSSAMAD usually precedes the given name.

9 FAM Appendix F, 616.3-2 Children's Names

(CT:VISA-936; 03-18-2008)

- a. Children may take a name from their father. As described in previous sections, they might take their father's given name or family name as their second name.
- b. In cases where the child has a compound Arabic name serving as multiple names (such as SAIF ULLAH or ABDUR RAHMAN), there may be no indication of their lineage in their name.
- c. Young children may be listed on their mother's passport suggesting that the child and the mother are using the same second name. However, women often do not take their husband's name after marriage. As a result, elsewhere the child may be known by a different name (his/her father's name). This may be reason to formulate an alias for the child.

- d. The title SYED described in the section on Religious Names is passed down to children through the paternal line.

9 FAM Appendix F, 616.3-3 Transliteration

(CT:VISA-936; 03-18-2008)

- a. There is not one single way to spell names in this part of the world and it cannot be assumed the individual will spell his or her name consistently at all times. For example, the surname CHOWDRY might also be spelled CHOUDHRY, CHOWDHRY, CHOUDRY, CHOUDARY and many other ways.
- b. There are some strong tendencies in the spelling patterns of South Asian Muslim names that make them distinct from names in the Arabic world.
- (1) The use of the letter U instead of E or A in the Arabic prefix AL- and the Arabic suffix -ALLAH.
 - Instead of ABDEL MATIN, ABDUL MATIN
 - Instead of SAIF AL-DIN, SAIF UDDIN
 - (2) Especially in Bangladesh, for AL-DIN names, the prefix AL might be attached to the root name instead of DIN where it more grammatically goes.
 - Instead of NUR AL-DIN, NURUL DIN
 - (3) The assimilation of L in the prefix AL- is more likely to show up in the Roman spelling even on formal documentation.
 - Instead of ABDEL RAHMAN, ABDUR RAHMAN
 - Instead of ABDEL SALAH, ABDUS SALAH
 - Instead of BADR AL-NISA, BADRUN NISA (Bangladesh), BADR UNNISA (Pakistan and India)
 - Instead of NUR UL ZAMAN, NURUZ ZAMAN, NUR UZZAMAN, NURU ZZAMAN
 - (4) RAHMAN spelled with an "e", REHMAN or spelled with an extra syllable RAHAMAN.
 - (5) Other common transliteration issues might be observed as well, such as:
 - I ↔ EE
 - A ↔ E
 - U ↔ OO ↔ O ↔ OU
 - P ↔ B
 - AY ↔ AI ↔ EI

- CH ↔ SH
- V ↔ W
- D ↔ T
- Q ↔ G ↔ KH

9 FAM Appendix F, 616.4 Data Entry

9 FAM Appendix F, 616.4-1 White Spaces

(CT:VISA-936; 03-18-2008)

- a. Many Muslim names may or may not be written with white spaces. If there is white space between the prefix or suffix and the root of the name, it is not necessary to also enter the concatenated name, e.g., if the documentation says SAIF UDDIN, enter as SAIF UDDIN without creating SAIFUDDIN. If the document says SAIF UD DIN, enter as SAIF UD DIN without creating SAIF UDDIN.
- b. It has also been observed that some South Asians will seemingly randomly enter white spaces between syllables (as opposed to between pieces of a compound name). In these cases it is ideal to also enter the name in a "corrected" form. For example, the documentation says MAR ZUQ, correct the name to MARZUQ.
- c. The applicant might use hyphens to indicate compound names, these hyphens should be replaced with a white space, e.g., AL-ZAIDI should be entered as AL ZAIDI.
- d. Apostrophes might be used to indicate letters and sounds not found in English. In these cases, the apostrophe should be removed and the name should be concatenated, e.g., FU'AD should be entered as FUAD.

9 FAM Appendix F, 616.4-2 Given Name and Surname

(CT:VISA-936; 03-18-2008)

- a. In cases where a surname and given name are clearly defined, enter the name exactly as it appears in the passport.
- b. In many cases, in South Asia, passports do not clearly define a given name and surname. If not, the following data entry rules can be followed.
- c. In most cases, enter the individual's religious name (if any) and individual's given name in the given name field. Enter the name taken from the father or husband which may be a family name or the father/husband's given name, in the surname field.
- d. If the individual has only one name, enter it in the surname field with

given name as FNU.

- e. If it is unclear how the name should be broken down, enter the last name element in the surname field and everything else in the given name field.
- f. For queries with country of birth or nationality Bangladesh, India, Pakistan, or Indonesia, you can also enter an alias with all names in the surname field and given name equal to FNU if you are not confident the name was divided correctly.

9 FAM Appendix F, 616.4-3 Compound Names

(CT:VISA-936; 03-18-2008)

- a. If the applicant has only a compound name and is taking no name from his/her father, the compound name can be split across the two name fields if the applicant presents the compound name as two name pieces.

NOTE: This is not the same data entry technique that should be used in the Arabic countries where compound names should be kept in the same name field.

- b. An alias can be run with the compound together in the surname field with Given Name as FNU.
 - Passport: SAIF UDDIN (with whitespace in compound name)
 - Enter: Surname: UDDIN, Given Name: SAIF

 - Passport: MUHAMMAD SAIF UDDIN
 - Enter: Surname: UDDIN, Given Name: MUHAMMAD SAIF
- c. If the compound name is presented as single name, the query should be run as a FNU. If desired, an alias can be created with the name split across the name field.
 - Passport: SAIFUDDIN (with no white space in compound name)
 - Enter: Surname: SAIFUDDIN, Given Name: FNU
 - Optional Alias: Surname: UDDIN, Given Name: SAIF

9 FAM Appendix F, 616.4-4 Aliases

(CT:VISA-936; 03-18-2008)

- a. An alias can be run on South Asian Muslim queries under the following circumstances.
- b. For queries on applicants born in India, Pakistan, Bangladesh, or Indonesia, if there is any uncertainty as to what is the "surname" and what is the given name, an alias can be run with all names in the

surname field and given name is FNU (note this advice does not follow for applicants from all countries).

- c. In the example below, it is unclear what is the applicant's GN and what is the father's GN serving as surname.
 - Passport: RAZI NAZIM (Documentation does not clearly define applicant's given name)
 - Query: Surname: NAZIM, Given Name: RAZI
 - Alias: Surname: RAZI NAZIM, Given Name: FNU
- d. If a woman's name as presented consists of only a given name and the second name BIBI or BEGUM, it would be advantageous to include an alias name with more information to make the name more distinct. For example, use the husband's name, father's name, or a family name as the surname.
 - Passport: FATIMAH BIBI
 - Query: BIBI, FATIMAH
 - Possible Alias: NAZIM (father's gn), FATIMAH BIBI
- e. If a woman's name as presented only consists of BEGUM and her husband's name, it is recommended that you try to find out what name she went by before marriage and use that as an alias.
- f. If an applicant is using initials or a common abbreviation, it is best to include an alias with the name spelled out.
- g. If other formulations of the name can be found, or if there is evidence the applicant changed his name, these should be entered in an alias. Muslims in South Asia commonly change their names, so all documentation should be reviewed for alternate names.
- h. In the passport, it is not uncommon to see that when the applicant signed his name, he spelled it differently than the transliteration in the passport. This might be reason to run an alias.
- i. If the applicant has only a compound Arabic name, follow the instructions in the previous section.