

## IRM PROCEDURAL UPDATE

**DATE:** 04/14/2015

**NUMBER:** WI-03-0415-0686

**SUBJECT:** RTS Applicant Legal Last Name and Applicant Mailing Address Entries

**AFFECTED IRM(s)/SUBSECTION(s):** 3.21.263

**CHANGE(s):**

**IRM 3.21.263.8.3.2.4(1) "Applicant Legal Last Name" revised instructions for inputting the last name.**

1. Use the table below to input the applicant's name.

<b>W-7 Application Input Screen Content</b>	<b>Instruction</b>
Applicant Legal First Name	Enter the First Name from Form W-7.  <b>NOTE:</b> If applicant enters two names as the first name, whether or not they are hyphenated, enter both names separated by a space as the first name. For example, <i>John Michael</i> or <i>John-Michael</i> would both be entered as "John Michael".  <b>CAUTION:</b> Leave the first name blank if substantiated by the documentation or if entries such as first name unknown (FNU) is written on the Form W-7.
Applicant Legal Middle Name	Enter the Middle Name from Form W-7.  <b>CAUTION:</b> Some names may be added to or taken from the Middle Name field to ensure Name Control match.
Applicant Legal Last Name  See IRM 3.21.263.5.3.5.3 <b>REMINDER:</b> If only a	Enter the last name information from the Form W-7.  <b>CAUTION:</b> Omit any hyphens or spaces appearing between the first four characters of the last name as the Name

single name is listed on the entries for line 1a, enter that single name as the last name.	Control can only be alpha entries. Examples include: last name "Li-Trang" is entered as "LiTrang" last name "Lu" is entered as "Lu"
Applicant Legal Suffix	Enter any addition to last name such as I- or II.
Applicant First Name at Birth  See IRM 3.21.263.5.3.5.4	If an entry is required on Line 1b, enter the full name on RTS.
Applicant Middle Name at Birth	See <i>Applicant First Name at Birth</i> above.
Applicant Last Name at Birth	See <i>Applicant First Name at Birth</i> above.
Applicant Suffix at Birth	Enter any addition to last name such as I or II.

**IRM 3.21.263.8.3.2.5(1) revised instructions for special characters.**

1. The Applicant Current Mailing Address allows for the entry of up to two address lines to RTS. See IRM 3.21.263.5.3.5.5 and see IRM 3.21.263.5.3.5.6 for additional information. For all address lines:
  - o Each field allows a maximum of 35 alpha and numeric characters.
  - o Use only standard United States Postal Service (USPS) abbreviations when entering a domestic (United States, its possessions and territories, and U.S. military, e.g., APO, FPO, and DPO.) address. See Exhibit 3.21.263-14.
  - o For domestic (U.S.) addresses only, suffixes for numbered streets (st,nd,rd,th) can be added or corrected.

**EXAMPLE:** For instance, "123 W 38 Rd" can be entered as "123 W 38th Rd".

- o Only the special character back slash (\) is allowed. Use the back slash (\) in place of any slash (/) located in the address.
- o Replace all punctuation marks and other special characters with a space.

**EXCEPTION:** A hyphen ("-") can be used in all address line entries except for the city or zip code. Examples of acceptable entries include entries such as *12-34 Main Street* and *Apartment C-101..*

- o Do not enter consecutive spaces. Enter only one (1) space between entries.

- Enter "and" in place of the ampersand (&).
- If no entries are made in these fields, reject code R 98 generates and no notice issues.