

IRM PROCEDURAL UPDATE

DATE: 01/22/2016

NUMBER: WI-03-0116-0175

SUBJECT: Finnish Certification of Documents and German Passports

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

CHANGE(s):

IRM 3.21.263.5.3.4.2.1(2) and (4) revised to add Finnish "Maistraatti" can certify copies of Finnish ID.

2. All Form W-7 applications must enclose original or certified copies (certified by the issuing agency) **ONLY**. Notarized copies are acceptable for these situations **ONLY**:
 - o Reason code "a" and "h" are both checked and no return is attached/required (original or certified copies are required if a return is required)
 - o Reason code "d" is checked (FPO/APO address or military ID only)
 - o Reason code "e" is checked (FPO/APO address or military ID only)

EXCEPTION: Finnish documents are certified by "Maistraatti" and may include a notary seal and apostille. See (4) below.

3. Original documents are:
 - o Not changed from the initial state, and
 - o Not a copy or replica of the original

NOTE: If reason code "f" is checked and a return is attached, the ID must be original or copies certified by the issuing agency. SEVP ID processing does not apply in these cases. See "ID Certification" in IRM 3.21.263.8.3.2.1

4. Certified documents such as passports and birth certificates are certified by the issuing agency. This is the foreign agency that issues the ID. For most countries, national government agencies issued the ID and are the ones to certify it. # [REDACTED] #
 - o # [REDACTED] #
 - o # [REDACTED] #
 - o # [REDACTED] #

NOTE: If at any time during review of the application the employee feels that the risk is high, flag the Form W-7 application package to identify the

questionable/alterred documents for secondary review as determined by management.

Additional facts about certified documents are listed in the table below.

Origin/Document type	Action
Consulates or embassies for foreign countries with foreign diplomatic representatives stationed in the United States	Can certify the authenticity of their own country's government issued documents.
## ## o ## o ## o ## o ## o ## ##	Can certify their own government issued documents.
U.S. consul/embassy employees	## ## ## ## ## ##
##	##
##	##
Photocopies or faxes of notarized documents of certified documents	Are NOT acceptable.
Faxes or photocopies of certified documents	Are NOT acceptable
Faxed or E-mailed copies	Can NOT be certified.
##	##

0 # [REDACTED] #	
# [REDACTED] #	# [REDACTED] #
	0 # [REDACTED] #
	0 # [REDACTED] #
	0 # [REDACTED] #
	0 # [REDACTED] #
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	0 # [REDACTED] #
	0 # [REDACTED] #
	0 # [REDACTED] #
	0 # [REDACTED] #
	0 # [REDACTED] #
	# [REDACTED] #

IRM 3.21.263.5.3.5.3(1) c revised to define German last names on passports with the abbreviation "Geb." in the name line.

1. At a minimum, the last name must be present. The name on the Form W-7 should match the name on the applicant's ID. See IRM 3.21.263.8.3.2.1 (1) "Does applicant name match documentation?":
 - a. The first name can be a shorter version of the name on the ID and considered a match. For example, "Joe" matches "Joseph" and "Sue" matches "Susan."
 - b. The middle name can be shortened to an initial: "L" matches "Lawrence."
 - c. The last name must be present on a valid tax return and match the name on the Form W-7 application.

EXCEPTION: If no tax return is required as applicant claims an exception, the last name must match the applicant's ID.

EXCEPTION: If a valid birth certificate is attached and the last name differs from the Form W-7, accept the birth certificate as a valid ID if a legal document such as a marriage license, court order, or divorce decree shows the name on the birth certificate is the Form W-7 applicant. At least one other valid ID must be attached.

NOTE: Some German passports have "Geb." immediately after the last name followed by an additional name. This is the German abbreviation for "Geboren" (born) and the name that follows is the last name at birth. Note that the last name in the bearer's signature and last name in the MRZ match the name preceding "Geb." as this is the bearer's current last name. For example, the current name for "May June Apple Geb. Squash" is "May June Apple". See Exhibit 3.21.263-42.

Exhibit 3.21.263-42 "Common German Words "revised to add "born/geboren".

English	German
Acceptance Agent	Akzeptanz-Agent
Acceptance Agent's Use Only	Akzeptanz des Agenten verwenden nur
According to our records	Nach unseren Aufzeichnungen
Accountant	Buchhalter
Additional CTC	Zusätzliche CTC
Address	Adresse
Age	Alter
Application	Anwendung
Assigned	Zugewiesen
Attend	Teilnehmen an; anwesend sein bei
Attendance	Anwesenheit/Teilnehmen
Attorney	Rechtsanwalt
Authorized representative	Bevollmächtigter
Benefits	Vorteile
Birth Certificate	Geburtsurkunde
Born	Geboren or "Geb".
Business	Geschäft
Business name	Firmenname
Certified document	Zertifiziertes Dokument
Certifying AA	Bescheinigung der AA
Certified Public Accountant	Wirtschaftsprüfer
City	Stadt
Child	Kind
Children	Kinder

Child tax credit	Kind steuer kredit
College	College or Universtat
Complete (fill-in)	Fullen Sie
Compulsary	Obligatorische
Country	Land
Credential to vote	Anmeldeinformationen zur Abstimmung
Date of birth	Geburtsdatum
Day	Tag
Death certificate	Totenschein
Deceased/decedent	Verstorbenen/verstorbene
Delegate (noun)	Delegat (Substantiv)
Doctor	Arzt
Driver license	Fuhrershein
EFIN	EFIN
EIN	EIN
Electronic filing	Elektronische Einreichung
Electronic Return Originator	Elektronische Ruckkehr Originator
Elementary school	Gymnasium
Employee	Mitarbeiter
Employer	Arbeitgeber
Enrolled	Eingeschreiben
Enrolled agent	Eingeschreibene Agent
Exceptions	Ausnahmen
Expired	Abgelaufen
Father	Vater
Federal Electoral Institute	Eidgenossischen Wahlen Institut
Federal entity	Foderale Eintitat
Female	Weiblich
First name	Vorname
Foreign address	Fremda Adresse
Foreign/foreigner	Ausland/Auslander
Form 2848 Power of Attorney	Formular 2848 POA
Foster child	Pflegekind
Grade	Besoldungsgruppe
Guatemala	Guatemala
Guatemalan	Guatemala
High school	Hohere schule
Husband	Mann
Immunization	Immunisierung
Income	Einkommen
Instructions	Anleitung
Invalid Document	Ungultiges Dokument
Issuance	Ausstellung
ITIN	ITIN
Keep records	Aufzeichnungen

Last name	Nachname
Legal guardian	Erziehungsberechtigten
Legal person	Juristische person
Limited Liability Company	Gesellschaft mit beschränkter Haftung
Limited Partnership	Kommanditgesellschaft
Line (as in Line 1, Line 2)	Linie (wie in Zeile 1, Zeile 2)
Location, locality	Lage, Ort
Mailing address	Postanschrift
Marriage License/Certificate	Lizenz/Heiratsurkunde
Mexico	Mexico
Mexican	Mexikanische
Middle name	Zweiter Vorname
Migrant worker	Wandrarbeitnehmer
Minor child	Minderjähriges Kind
Missing information	Fehlende Information
Month	Monat
Mother	Mutter
Municipal, municipality	Kommunale, Gemeinde
Newsletter	Mitteilungsblatt
Nonprofit	Nicht-Gewinn
Nonresident alien	Gewerben Fremd
Notarized document	Notariell beglaubigte Dokument
Nurse	Krankenschwester
Nursery	Kindergarten
Office code	Büro Kode
Original document	Ursprünglich Document
Other information	Andere Informationen
Owner	Eigentümer
Parent	Elternteil/Übergeordnete
Partnership	Partnerschaft
Passport	Reisepass
Phone number	Telefonnummer
Physician	Arzt
Power of Attorney	Vollmacht Rechtsanwalt
Principal	Wichtigsten
Province	Provinz
Publication 519	Publikation or Veröffentlichung 519
Publication 1915	Publikation or Veröffentlichung 1915
Publication 4520	Publikation or Veröffentlichung 4520
Public notary	Öffentlicher Notar
Qualify	Qualifizieren
Qualifying child	Zulagenberechtigtes Kind
Reason you are submitting Form W-7	Grund, warum Sie Formular W-7 senden
Rejected	Abgelehnt
Report card	Schulzeugnis

Representative	Vertreter
Resident alien	Ansässig Fremd
School	Schule
Sex (male or female)	Geschlecht (männlich oder weiblich)
Sign here	Melden Sie hier
Signature	Signatur
Signature area	Signatur-Bereich
Social Security Administration	Gesellschaftlich Sicherheit Verwaltung
Spouse	Ehepartner
State (as in U.S)	Staatlich (wie im USA)
Stepchild	Stiefkind
Street address	Strasse und Hausnummer
Student	Studenten/Absolventen/Schüler
Submit	Senden
Suspended	Ausgesetzt
Tax/taxes	Steuern/Abgaben
Tax treaty	Doppelbesteuerungsabkommen
Terminated	Beendet
Town	Stadt
Treaty Article	Vertrag Artikel
Treaty Country	Vertrag-Land
Unacceptable	Nicht annehmbar
United States	USA
University	Universität
Valid until	Gültig bis
Verify	Überprüfen Sie
Visa	Visum
Voter registration card	Wähler Registrierungskarte
Who can sign the W-7?	Wer kann die W-7 anmelden?
Wife	Frau
Withholding tax	Quellensteuer
Witness	Zeige
Year	Jahr
Year of issuance	Ausgabejahr