

IRM PROCEDURAL UPDATE

DATE: 10/22/2015

NUMBER: WI-03-1015-1557

SUBJECT: Line 1b Name at Birth and Entering Applicant Legal Last Name

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

CHANGE(s):

IRM 3.21.263.5.3.5.4(1) revised instructions for Line 1b.

1. Compare to Line 1a to determine if different. Do not consider blank spaces, or hyphens in a name as a substantial difference. The birth certificate is the authority for this line when present. Use the table below to determine appropriate action.

If ...	Then ...
A birth certificate is present and Line 1b is blank,	Edit name on line 1b from the birth certificate.
A birth certificate is present and the name on Line 1b differs from the name on the birth certificate,	Edit name on line 1b from the birth certificate.
A birth certificate is NOT present and Line 1b is blank,	Edit name on line 1b as provided by the applicant on line 1a.
If a birth certificate is NOT present and Line 1b has a name,	Enter that name.

IRM 3.21.263.8.3.2.4(1) "Applicant Legal Last Name" revised to enter as written on the Form W-7 and gave examples.

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

W-7 Application Input Screen Content	Instruction
Applicant Legal First Name	Enter the First Name from Form W-7. NOTE: 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

	<p>example, <i>John Michael</i> or <i>John-Michael</i> would both be entered as "John Michael".</p> <p>CAUTION: 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.</p>
Applicant Legal Middle Name	Enter the Middle Name from Form W-7.
<p>Applicant Legal Last Name</p> <p>See IRM 3.21.263.5.3.5.3</p> <p>REMINDER: If only a single name is listed on the entries for line 1a, enter that single name as the last name.</p>	<p>Enter the last name information from the Form W-7 as written, including hyphens, apostrophes, and spaces. Examples include:</p> <ul style="list-style-type: none"> ○ Last name "Li-Trang" is entered as "Li-Trang" ○ Last name "O'Malley" is entered as "O'Malley" ○ Last name "De La Cruz" is entered as "De La Cruz"
Applicant Legal Suffix	Enter any addition to last name such as I- or II.
<p>Applicant First Name at Birth</p> <p>See IRM 3.21.263.5.3.5.4</p>	If an entry is present on Line 1b, enter the first name on RTS.
Applicant Middle Name at Birth	If an entry is present on Line 1b, enter the middle name on RTS.
Applicant Last Name at Birth	If an entry is present on Line 1b, enter the last name on RTS.
Applicant Suffix at Birth	Enter any addition to last name such as I or II.