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U.S. Department of State Foreign Affairs Manual Volume 7  
Consular Affairs

## **7 FAM 1300 APPENDIX C**

### **NAMES TO BE USED IN PASSPORTS**

*(CT:CON-536; 09-29-2014)*  
*(Office of Origin: CA/OCS/L)*

### **7 FAM 1310 APPENDIX C SUMMARY**

*(CT:CON-311; 08-07-2009)*

- a. The guidelines provided in this subchapter are the Department of State's policy as to what evidence is generally needed to support various types of name change for passport purposes. The provisions in this Appendix also apply to name usage for Consular Reports of Birth (7 FAM 1440 and 7 FAM 270).
- b. Passport specialists and consular officers have the authority to require documents or affidavits to explain any discrepancies between the name to be placed in the passport and the name shown on the applicant's evidence of identity and citizenship. (22 CFR 51.23 and 22 CFR 51.24.) If there is any question as to the veracity of the copy the original certified by the issuing office can be requested. The burden of proof rests with the passport applicant to establish identity. (22 CFR 51.40.)
- c. When applying these guidelines to an individual case, you should also take into account such factors as the age of the applicant and the availability of documents. However, if you are not satisfied as to the bona fides of a particular case, the applicant should be required to submit additional evidence.
- d. The passport generally is issued in the name shown on the evidence of citizenship and identity, unless the applicant's name is subsequently changed by court order or through a customary change of name or as otherwise provided in this appendix. The applicant must present public documents, including acceptable identity documents (7 FAM 1320), reflecting the use of the name, as explained in this Appendix.
- e. All names on the passport application must be cleared. (See 7 FAM 1315 Appendix C and 7 FAM 1330.)
- f. You must determine the proper selection and sequence of names to be written in passports. You must ensure that the name requested on the application is that which best identifies the applicant, as reflected on the evidence of citizenship and identity presented, using the policy and procedures set forth below.
- g. Ranks and Titles: Ranks or titles are not to be inserted in passport applications or printed in the name field of U.S. passports. This includes not only

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professional titles, but also heraldic titles.

- (1) If the title is included in the birth certificate as part of the applicant's name, the title may be included, see 7 FAM 1395 Appendix C regarding length of names;
  - (2) If the individual obtains a court-ordered name change (issued by a court in the United States or a foreign country) incorporating a title into the name, which can be accepted, see 7 FAM 1395 Appendix C regarding length of names.
- h. Name Suffixes: Naming conventions do not require strict logical adherence in the addition of a name suffix such as Jr., Sr., II, and III. If a person's father was John Smith, and the son was John Smith, Jr., the son could name his own son John Smith II, for example.
- (1) Families sometimes change name suffixes when an older generation dies. You may accommodate such a request provided the suffix on the identification documents presented corresponds to the name requested.
  - (2) There is some confusion on the part of certain applicants when completing the name fields on the passport application. Many applicants mistakenly believe that the suffix "Sr" meaning "Senior" is an abbreviation for the prefix "Senor" meaning "Mr." or "Mister" in English, and indicate that it is part of their name. This is an inappropriate use of the suffix "Sr."
- i. One Word Names: From time to time you may be presented with a birth certificate with only one name. If the person was born overseas, one name appears on the birth certificate, and it is a cultural naming convention in the foreign country (see 7 FAM 1367 Appendix C), you may issue the passport, or Form FS-240, Consular Report of Birth Abroad of a Citizen of the United States of America, in that name. If a person presents a court order changing a name to one word, the court order may be accepted. The one word name should be entered in the last name field.
- j. Names That Are Numbers: If the applicant's name is "7 Jones", the number "7" will be spelled out on the passport as "Seven" Jones.
- k. Passport-issuing officers should follow the usual reporting procedures for cases where fraud or other illegal purposes are suspected.
- l. Suspending a Passport Application Due to Name Issue:
- (1) If the evidence of the name is insufficient to issue the passport in the name requested by the application, domestic passport agencies and centers must suspend the passport application for 90 days and notify the applicant of the additional evidence required using the appropriate Information Request Letter (IRL), generally either IRL 725 or IRL 726. (See 7 FAM 1300 Appendix T.)
  - (2) Posts abroad should suspend the passport application for 90 days and notify the applicant, drawing upon the IRL language to communicate the

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need for additional evidence to the applicant.

## **7 FAM 1311 Appendix C Determining the Best Name to Write in the Passport**

*(CT:CON-281; 02-04-2009)*

- a. You must verify that the name to be written in the passport is the name which best identifies the applicant as reflected in the citizenship and identity documentation submitted. Generally, the name requested by the applicant on the application is the name that should be written on the passport. (See 7 FAM 1316 Appendix C.)
- b. The name on the application need not be exactly the same as the signature on the application and the name shown on the identifying document(s).
- c. However, there must be a link between the citizenship evidence, identifying documents, proof of name change (if provided), previous passport or Passport Information and Electronic Records (PIERS), the applicant's signature, and the name requested on the application.
- d. For example, if Louise Mary Martin is requested as the name on the application, the name listed on the citizenship evidence and/or identification could be:
  - (1) Louise M. Martin;
  - (2) L. Mary Martin;
  - (3) L.M. Martin;
  - (4) Mary Martin;
  - (5) Louise Martin;
  - (6) Mary L. Martin; and
  - (7) Lou Martin.

## **7 FAM 1312 Appendix C Conflicts in Names**

*(CT:CON-281; 02-04-2009)*

- a. When the names do not agree, you must determine whether the name on the application needs to be changed, whether additional evidence needs to be requested, and/or whether the applicant must re-sign the application.
- b. Names that do not appear on either the citizenship or identity documents should be deleted unless documents to support the name change are provided. However, a woman may always use either her given middle name or her maiden name as a middle name.
- c. If there are conflicts between the names shown on the application and the evidence of citizenship and identity, the applicant must provide a court order or

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documents to support the name change.

**NOTE:** For citizenship evidence, the original document certified by the issuing office should always be required. For other purposes (name changes, marriage and divorce decrees, custody orders, etc.) a good and complete photocopy that shows a seal and officiate signature (marriage certificates) or judge (court orders) are acceptable. However, if there is any question as to the veracity of the copy the original document certified by the issuing office can be requested.

## **7 FAM 1313 Appendix C Name Used in Signature**

*(CT:CON-281; 02-04-2009)*

- a. You should use discretion with respect to an applicant's signature. An applicant should be instructed to sign the application with his or her normal legal signature. This signature generally should match the signature shown on the applicant's identity document(s), understanding that the signature on the identity documents sometimes varies from the normal legal signature.
- b. Many people customarily sign using a nickname or initial(s) rather than the full given name(s). Such a signature should not be questioned if it is a common derivative of the applicant's name. Also an applicant may have a stylized signature that is not readily identifiable as corresponding to the name on the application. Such a signature is acceptable if it is the applicant's normal legal signature. This includes the use of an initial and stylized succeeding "scrawl" if that corresponds to the signature on the identity document and is the applicant's normal legal signature.
- c. If the applicant uses a "known as" name, both the legal and "known as" names must be signed on the application.

## **7 FAM 1314 Appendix C Passport-Issuing Officer Notations on Application Regarding Names**

*(CT:CON-404; 04-13-2012)*

- a. After determining the proper name(s) to write in the passport, you shall annotate the passport application by:
  - (1) Legibly lining out unnecessary information or punctuation (such as initials of religious orders, professional titles, heraldic titles, parentheses, etc.);
  - (2) Changing Arabic ordinals to Roman numerals and circle (for example, change 2nd to II, 3rd to III; etc. and circle);
  - (3) Adding or circling "Jr." or "Sr." when written as part of the name or signature;

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- (4) Drawing a vertical line (/) between parts of multiple-part names to show that they are to be separated when written (for example, Le/Roy, Mc/Mahon, Van/den/Berg, de/la/Rosa, etc.);
- (5) Adding or clarifying the spelling of any name to be written in the passport;
- (6) Writing "K-A" (known as) before the assumed name (for example, Stuart Jones K-A Lucas Levine) when two names are to be written in the passport; and noting Endorsement Code 08 on the application. For additional information see 7 FAM 1370 Appendix C and 7 FAM 1300 Appendix B Endorsement Codes;

Endorsement Code 08 THE BEARER IS ALSO KNOWN AS (K-A GIVEN NAMES)(K-A SURNAME).
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- (7) Legibly noting on the application the name shown on the citizenship evidence, if different from the name to be written in the passport.
- b. 7 FAM 1340, Examination and Adjudication of Passport Applications, which is under developments, also provides guidance.

## **7 FAM 1315 Appendix C Clearance of All Names Associated With Applicant**

*(CT:CON-197; 10-11-2007)*

- a. All names shown on either the application or the supporting documents that the applicant is using, has previously used must be cleared through the Consular Lookout and Support System (CLASS).
- b. CLASS recognizes commonly used nicknames. For uncommonly used nicknames you should clear and annotate on the application the nickname and/or the full given name whichever is not the name the passport will be written in.
- c. 7 FAM 1330 provides detailed instructions on name clearance.

## **7 FAM 1316 Appendix C Minor Differences in Names**

*(CT:CON-311; 08-07-2009)*

The following minor differences may be approved provided that the identification documentation presented reflects the name requested on the application:

- (1) Changing Spelling of Given Name or Surname with proper identification. An applicant may change the spelling of the given names or surname if the new spelling is pronounced the same way (for example, Jo Ann to Joanne, Smyth to Smith);
- (2) Changing Order of Given Name with proper identification. An applicant may change the order of the given names from that shown on the

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citizenship evidence (for example, John Joseph to Joseph John);

- (3) Adding a Given Name with proper identification. An applicant may add another given name while keeping the given name(s) shown on the citizenship evidence (for example, John Johnson to John Robert Johnson, Marie Smith to Anne Marie Smith). (Identification must include the given name);
- (4) Dropping a Given Name with proper identification. An applicant may drop the use of a given name when more than one given name is shown on the citizenship evidence (for example, Aloysius Sherman Peabody to Sherman Peabody). A married person who assumes a spouse's surname may drop a first or middle name;
- (5) Using Initial(s) Instead of Full Given Name(s) with proper identification. It is preferred that the full name be shown on the passport; however, an applicant may use one or more initial(s) instead of the full given name(s) where the citizenship evidence contains the full name(s) (for example, John Francis Xavier Reilly to John F.X. Reilly, Francis Scott Fitzgerald to F. Scott Fitzgerald). Surnames must be written in full;

**NOTE:** An applicant may have the full given name shown on the citizenship evidence even if the identification shows the given name initials only.

- (6) Using Full Given Name(s) Instead of Initial(s) with proper identification. If an applicant presents citizenship evidence reflecting initials only as the given names, and requests a passport listing full given names, request the applicant to provide further documents such as identification showing use consistent with the initials, an original or certified copy of a court order changing the name, or original or certified copy of one public record which shows the full given names;
- (7) Using Nickname or Formal Name instead of Legal Name with proper identification. A passport may be issued in an applicant's nickname or formal name if it is a common derivative of the given name shown on the citizenship evidence (for example, Jim for James, Susan for Sue); and
- (8) Translation of Given Names with proper identification. An applicant may change (translate) a foreign given name to its English equivalent (for example, Giuseppe to Joseph; Moises Ramon to Moses Raymond) or an English name to its foreign equivalent (Mary to Maria) if acceptable evidence of identity in the equivalent name is provided. You may find the booklet titled "Foreign Versions of English Names," located on the Passport Services' Intranet Home Page in the Fraud Library, helpful.

**NOTE:** An applicant whose foreign given name does not have an English equivalent or who has customarily assumed an English name (i.e., Appolonia to Arlene) must provide evidence as required in 7 FAM 1317 Appendix C below.

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## **7 FAM 1317 Appendix C Given Name Changed, Recorded Incorrectly, or Not Recorded at Birth**

*(CT:CON-281; 02-04-2009)*

When a given name has been changed from what is shown on the birth certificate, or is not listed, and the birth certificate has not been amended to show the name, the applicant must provide acceptable identification in the name currently used, along with either of the following:

- (1) An Affidavit, executed by an immediate blood relative of the applicant's generation or older, which explains the discrepancy between the name on the birth record and the name on the application; or
- (2) An Early Public Record (such as a baptismal certificate, hospital birth record, early census or school record), which shows the applicant's correct name and date and place of birth.
- (3) Given Name Not Recorded at Birth: From time to time you may be presented with an application on behalf of a child for whom the family has not yet selected a name. The birth certificate presented may say "Baby Girl Smith," simply "Smith" and no first name, or "Unnamed" Smith or "No Name" Smith.
  - (a) To issue a full validity passport the applicant must present:
    - (i) An amended birth certificate listing the given name; or
    - (ii) An early public record reflecting use of the given name.
  - (b) A limited validity passport may be issued using either a nickname as the given name or entering (Unnamed) in the first name field. Used endorsement 46 if the book is being printed domestically and endorsement 109 if the book is being printed at post.

Endorsement Code 46

THIS PASSPORT EXPIRES ON (mon day, year). IT CANNOT BE REPLACED WITHOUT THE EXPRESS AUTHORIZATION OF THE DEPARTMENT OF STATE.

Endorsement Code 109

THIS PASSPORT EXPIRES ON (MON DAY, YEAR). IT CANNOT BE REPLACED WITHOUT THE EXPRESS AUTHORIZATION OF THE DEPARTMENT OF STATE.

Clearly annotate the application as to the reason for the use of the endorsement.

**NOTE:** These cases usually relate to persons from cultures that do not name the child until after a formal naming ceremony. In such cases, the family should be asked what they call the child. The issue may also arise when the family has simply not decided on a name but suddenly must travel.

## **7 FAM 1320 APPENDIX C CHANGE OF NAME BY COURT ORDER**

*(CT:CON-311; 08-07-2009)*

When an applicant submits an original or certified copy of a court order, adoption decree, or divorce decree which shows a judicial change of name from the name shown on the evidence of citizenship, write the name as shown on the court order or decree. The court order is acceptable by itself to document the use of the new name.

## **7 FAM 1330 APPENDIX C CHANGE OF NAME WITHOUT COURT ORDER (CUSTOMARY NAME CHANGE)**

*(CT:CON-311; 08-07-2009)*

- a. For passport issuing purposes, we recognize and accept a less formal method of surname change through customary usage over a long period of time – generally at least five years.
- b. The applicant must present an acceptable identification reflecting the acquired name and original or certified copies of three or more public documents evidencing that he or she has used the acquired name generally for five years or longer. The documentary evidence, which must show the acquired name and one other piece of identifying data, (such as date of birth, place of birth, age, or Social Security number), may include but are not limited to:
  - (1) Driver’s licenses or non-driver State-issued I.D.;
  - (2) Military records;
  - (3) Employment records;
  - (4) Tax records;
  - (5) School records;
  - (6) Census record;
  - (7) Hospital birth record; and
  - (8) Baptismal certificate.
- c. Affidavits executed by two or more persons attesting that they have known the applicant by both the birth and adopted name, and that the applicant has used the adopted name for all purposes for at least five years, may be provided in place of one of the public documents, if the applicant cannot obtain a third public record. (See 7 FAM 1327.1 for further guidance on identifying witnesses.)

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- d. If the acquired name has been used for less than five years, it may be included as a "known as" name if documentary evidence as required in 7 FAM 1370 Appendix C is provided.

## **7 FAM 1340 APPENDIX C CHANGE OF NAME BY DEED POLL OR FAMILY REGISTRY**

### **7 FAM 1341 Appendix C Change of Name by Deed Poll**

*(CT:CON-281; 02-04-2009)*

- a. Change of name by deed poll can be legally accomplished in most Commonwealth countries, and former Commonwealth countries, including Hong Kong Special Administrative Region (SAR). This practice is given the same recognition as a court-ordered change of name for passport purposes.
- b. Posts can accept the properly executed, stamped, filed, or registered deed poll as proof of a change of name just as if it were a court order. No period of prior use of the name is required. If the individual is a resident of the jurisdiction, and the country issued national identity cards to foreign residents, his or her local national Identity card should also be in the new name.

See U.K. Deed Poll Name Change
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### **7 FAM 1342 Appendix C Change of Name by Family Registry Entry**

*(CT:CON-404; 04-13-2012)*

In some Asian countries, Japan and Korea, for example, name changes are accomplished through the extra-judicial entry of names in a family registry. Where the host country family registry law includes such provisions, this form of change of name is acceptable for passport purposes, provided the individual presents identity documentation in the new name.

See 9 FAM Appendix F 500
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## **7 FAM 1350 APPENDIX C CHANGE OF NAME BY MARRIAGE**

*(CT:CON-536; 09-29-2014)*

- a. 22 CFR 51.25 recognizes a marriage certificate as documentation of a material discrepancy based on recognition of the traditional practice of making a name change in connection with marriage.

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- b. An applicant may also continue to use, and present identification in, her/his birth surname(s) or previous marital surname(s). The previous marital surnames must be documented in accordance with 7 FAM 1354 Appendix C. If the birth or previous marital surname is not used exclusively, that surname may be included in the passport as a "known as" name.
- c. On June 26, 2013, the Supreme Court held Section 3 of the Defense of Marriage Act (DOMA) unconstitutional. Persons whom the Department previously may not have recognized as a legal spouse for purposes of federal laws and regulations because they were part of a same-sex marriage now may be recognized, and name changes adjudicated accordingly.
  - (1) Since 2009, we have recognized name changes in passports based on the operation of state law providing recognition to new names. The documents required to prove the legal name change have not changed. See also 7 FAM 1359 Appendix C for more guidance on operation of state law.
  - (2) Information about current U.S. state and foreign countries that recognize same sex marriage is available in two CA resources:
    - (a) **Foreign Countries:** CA will update on a rolling basis the reciprocity table with information on same sex marriages after receiving confirmation from a particular post, however, not all of the pages are complete at this time. The following chart summarizes foreign countries that recognize same sex marriage:

Argentina
Belgium
Brazil
Canada
Denmark
France
Iceland
Mexico*
*Mexico: Same sex marriage is legal in some jurisdictions (Mexico City and Quintana Roo) and has been upheld nationally pursuant to individual lawsuits
Netherlands
New Zealand
Norway
Portugal
South Africa

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Spain  
Sweden  
United Kingdom\*

\*England and Wales; Scotland: New legislation legalizing same sex marriage will come into effect in 2014. Legislation took effect in England and Wales in March 2014. Scotland passed legislation on February 4, 2014 and received Royal Assent on 12 March 2014. The first recognized marriages are expected to be carried out fall, 2014.

Uruguay

- (b) U.S. States and Other U.S. Jurisdictions: See *CA Web Intranet Name Change States that Recognize Same Sex Marriages chart*. As state law is moving quickly and the chart may be subject to frequent updates, if there is uncertainty the consular officer is advised to check the current status of a state law with Passport Services Office of Legal Affairs and Law Enforcement Liaison, Legal Affairs Division (CA/PPT/S/L/LA) at AskPPTLegal@state.gov, which will consult with L/CA as appropriate.

## **7 FAM 1351 Appendix C Write the Applicant's Own Given Name**

*(CT:CON-281; 02-04-2009)*

Write the applicant's own given name in the passport. A spouse's given name instead of the applicant's given name is unacceptable.

Example: Mrs. John Smith is not acceptable.

## **7 FAM 1352 Appendix C Use of Spouse's Surname**

*(CT:CON-534; 09-23-2014)*

- a. An applicant (either the wife or husband) may assume the spouse's surname upon marriage and have the passport written in the spouse's surname.
- (1) For a Form DS-11, Application for a U.S. Passport, the applicant must provide either:
- (a) Acceptable identification showing use of the spouse's surname (see 7 FAM 1320) and the applicant has completed the lines on the passport application reflecting name of spouse and date of marriage; or
  - (b) An original or certified copy of the marriage certificate (if acceptable identification in the married name is unavailable) or a completed marriage license (reflecting that the marriage took place). There is no time limitation from the date of the marriage to the date of the

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passport application within which the certificate alone is acceptable evidence of the name change.

**Note:** Both documents mentioned above are not required.

- (2) For a Form DS-82, Application for a U.S. Passport by Mail, the applicant must provide an original or certified copy of the marriage certificate or the completed marriage license (reflecting the marriage took place).
- b. A marriage license that does not show that the marriage actually occurred is not acceptable as evidence of the change of name.

**NOTE:** Our practice has been to give the original or certified copy of a marriage certificate the same weight as a court order. The proposed rule will be published in final shortly and the FAM will be updated to correct the reference. Individuals presenting a marriage certificate may have their passports issued in the married name without additional documentary evidence of a name change. We generally accept the original or certified copy of a marriage certificate as evidence that the individual intends to use the married name. Our acceptance of the marriage certificate for this purpose is based on recognition of the traditional practice of making a name change in connection with marriage.

## **7 FAM 1353 Appendix C Hyphenated Surnames**

*(CT:CON-281; 02-04-2009)*

An applicant who has assumed a hyphenated surname through marriage may be issued a passport in the hyphenated surname. Either the husband or wife, or both, may use the hyphenated surname. Write the surnames joined by the hyphen in the order in which the applicant uses them. The applicant must provide either:

- (1) Acceptable identification in the hyphenated surname; or
- (2) The marriage certificate (if acceptable identification in the married name is unavailable).

## **7 FAM 1354 Appendix C Use of the Birth or Previous Married Surname After Marriage**

*(CT:CON-281; 02-04-2009)*

- a. A married, divorced, or widowed person who uses the birth surname may have the passport written in that surname if:
  - (1) The surname is identifiable on the passport application as such; and
  - (2) He or she provides acceptable identification in that surname (see 7 FAM 1320).

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- b. A person who uses a previous married surname after remarriage may have the passport written in that surname, if the applicant provides:
  - (1) The marriage certificate from the previous marriage or the court order that authorizes him or her to use that name; or
  - (2) Evidence that he or she has used that surname for at least five years; and
  - (3) The applicant must also provide acceptable identification in the previous married surname.
- c. If it is not clear from the application how the surname was acquired, request the applicant to provide information as to how and when the name was acquired.
- d. If the birth or previous married surname is not used exclusively, that surname may be included in the passport as a "known as" name.

## **7 FAM 1355 Appendix C Use of Spouse's Surname After Divorce**

*(CT:CON-281; 02-04-2009)*

If an applicant has been divorced and wishes to continue to use the married surname, the passport may be written in that surname if:

- (1) Acceptable identification in that surname is provided with the Form DS-11; or
- (2) The previous passport written in that married surname is provided with the Form DS-82.

## **7 FAM 1356 Appendix C Annulment of Marriage**

*(CT:CON-281; 02-04-2009)*

- a. Annulment of marriage differs from divorce in that a divorce action is based on the fact that a valid marriage has taken place. In a divorce, there is a decree, which terminates the relationship from the date of the decree. However, an annulment of marriage voids the existence of the marriage, and everything pertaining to it, from the beginning of the relationship.
- b. If an applicant's marriage has been annulled, and the applicant wishes to resume the previous surname, acceptable identification in that surname only is required. However, if the applicant wishes to keep the married surname, it has been our practice to request a complete copy of the annulment decree (or divorce decree) giving him or her permission to use that surname.

## **7 FAM 1357 Appendix C Assumption of a Third Surname by Marriage**

*(CT:CON-281; 02-04-2009)*

- a. When an applicant requests a surname used by one or both spouses but not shown on the marriage certificate, the request shall be treated as a change of name without requiring a court order, long term usage, or a customary name change. (See 7 FAM 1330 Appendix C.)
- b. The U.S. passport should not be the first document issued in the assumed surname.
- c. The applicant must present an acceptable identification reflecting the acquired name and three or more public documents evidencing that he or she has used the acquired name generally for five years or longer.
- d. In the absence of such evidence of use of the acquired name, you may assess whether the applicant qualifies for an "also known as" endorsement in the passport. For general guidance see 7 FAM 1370 Appendix C on "known as" names.

## **7 FAM 1358 Appendix C Common Law Marriage**

*(CT:CON-449; 03-25-2013)*

- a. An applicant may claim a change of surname as a result of a "common-law marriage." In most cases, adjudicators should handle a case of this type as a change of surname without a court order.
- b. An applicant who has not been using the surname for at least five years may establish the change as a result of a common-law marriage if acceptable identification in the requested surname is provided, and
  - (1) The applicant lives in, and the marriage has taken place in, a state which recognizes common-law marriages; or
  - (2) The applicant lives in a state that does not recognize common-law marriages entered into in that state, but does recognize such marriages that took place in states in which they are valid.
- c. Most states require a specific period of time of entering into the relationship before the relationship is considered to be a "common-law marriage."
- d. Questions: For further information about which states recognize common-law marriage:
  - (1) Domestic passport agencies and centers should contact the CA-PPT-Adjudication-Suggestion-Box@state.gov.
  - (2) U.S. embassies and consulates abroad should contact CA/OCS/L for guidance at Ask-OCS-L@state.gov.

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## **7 FAM 1359 Appendix C Change of Name by Operation of Law and Name Change For Use in U.S. Passports**

*(CT:CON-534; 09-23-2014)*

- a. 22 CFR 51.25(a) states that "A passport shall be issued in the full name of the applicant, generally the name recorded in the evidence of nationality and identity." 22 CFR 51.25(c) states that; "A name change will be recognized for purposes of issuing a passport if the name change occurs in one of the following ways. (4) Operation of state law. An applicant must present operative government-issued legal documentation declaring the name change or issued in the new name."
- b. Name change is as a matter of law in the United States and its territories governed by state and local law -- that is, the laws of the several (fifty) states and the District of Columbia. Accordingly, a passport may be issued in a new name based on the operation or the provisions of state law that recognize a new name, in accordance with section 22 CFR 51.25(c)(4). When a state recognizes a legal name change, and the state issues documentation declaring the new name or issued in the new name, the Department may similarly issue a passport in the new name recognized under state law, in accordance with 22 CFR 51.25(c)(4). This approach of recognizing a legal name change under state law serves the important function of allowing the applicant to have all of his or her identity evidence in the same name.
- c. When a passport applicant assumes a new surname (whether a totally new surname, the applicant's original "maiden name", or a new hyphenated name) under the provisions of state law, the applicant may have the passport issued in the applicant's new surname.
  - (1) For a Form DS-11, Application for a U.S. Passport, the applicant must provide:
    - (a) Acceptable identification showing use of the new surname issued by the U.S. state (see 7 FAM 1320) and a photocopy of evidence (such as the operative provision of state law) that the state law recognizes the new name as a matter of state law, AND/OR
    - (b) An original or certified copy of the relevant state law documentation evidencing the legal basis for the name change under state law. There is no time limitation from the date of the recognition of the new name under operation of state law to the date of the passport application.
  - (2) For a Form DS-82, Application for a U.S. Passport by Mail, the applicant must provide an original or certified copy of the documentation noted above.
  - (3) This documentation that the Department may accept to prove a legal name change includes but is not limited to original or certified copies of:
    - (a) Marriage document;

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- (b) Divorce decree; or
- (c) Court decree for a name change.
- (4) If the document provided as evidence of a legal name change does not provide enough information to identify an individual, additional documentation may be requested. For example, applicants may also be asked to provide document(s) confirming identity, such as a valid state-issued driver's license with a photograph, or a state-issued non-driver identification card with a photograph.
- (5) The most recent previously issued passport should also be submitted.

**NOTE: CHANGES EFFECTED BY 2008 REGULATIONS:**  
The new passport regulations at 22 CFR Part 51, effective February 1, 2008, expressly recognize that a marriage certificate may serve as a basis for a change of name (22 CFR 51.25(c)(3)) or that the provisions of state law may serve as a basis for a change of name (22 CFR 51.25(c)(4)). Our practice prior to the new regulations was to accept a marriage certificate as equivalent to a court decree, and the new regulations codify this practice.

- d. An applicant who has assumed a hyphenated surname through operation of state law may be issued a passport in the hyphenated surname. Write the surnames in a passport joined by the hyphen in the order in which the applicant uses them. As discussed above, the applicant must provide an original or certified copy of documentation evidencing the change of name by operation of state law.

For example:  
Jane Smith-Jones  
Mary Jones-Smith  
John Smith-Jones  
David Jones-Smith

- e. For an up-to-date listing of states that recognize a name change by operation of law upon issuance of a marriage certificate, civil union certificate, or certificate of domestic relationship, check the Name Change page on the CA Intranet Web site. If you cannot find the state law you are looking for, consular officers and posts should contact CA/OCS/L (Ask-OCS-L@state.gov). Domestic passport agencies and centers should contact the CA-PPT-Adjudication-Suggestion-Box@state.gov. If the applicant provides information or evidence regarding the provisions or operation of state law, such information or evidence should be forwarded to the appropriate CA office noted above for review.
- f. The Department recognizes other name changes, provided they are recognized by operation of state law, established by customary usage, or effected by court order. If not on the current CA/OCS/L listing, applicants seeking to establish a name change based on a certificate of civil union or certificate of domestic relationship have the burden to show that state law recognizes the name change by operation of law. If the state recognizes a legal name change based

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upon a certificate of civil union or certificate of domestic relationship, please then refer to sections b through d above.

- (1) The applicant may submit an original or certified copy of a court ordered name change decree or proper documentation of usage for change of name based on customary usage. For general guidance see 7 FAM 1320 Appendix C and 7 FAM 1330 Appendix C about name changes by court orders and customary usage.
  - (2) A certificate of civil union or certificates of a domestic relationship can be accepted as one of the public documents submitted in support of a customary name change. Name changes by customary usage must be supported by documentary evidence of use of the new name for a period of five years; that is, three original or certified copies of public records that show the applicant's name, date and place of birth and use of the assumed name for five years. Original or certified copies of certificates of civil union or certificates of domestic relationship cannot be accepted as the only documentary evidence of a customary name change but may be one document evidencing customary usage.
- g. The Department recognizes that there will be instances where individuals will assume a new name on the basis of a civil union or domestic relationship (in the absence of legal name change) and may have all their identity evidence in their new names, but have not demonstrated a sufficient period of time using the new name to get a passport issued in the same name (see 7 FAM 1370 Appendix C Change of Name Without Court Order (Customary Name Change)). In those cases only, the applicant should be given the option of being issued a passport issued with the "known as" designation. (See 7 FAM 1370 Appendix C for general guidance on "known as" names.) When disapproving a request for a passport in the name of an individual who claims a name change based upon a civil union or domestic relationship, overseas posts and domestic passport agencies and centers must notify the applicant with a denial letter. See example of a denial letter below in paragraph i.

For example:

Although the applicant's evidence of identity is in the new name, there is no legal name change under state law and the applicant has not used the new name exclusively for five years.

- h. Questions: Overseas posts should forward questions regarding specific foreign marriage or civil union name changes or operation of state law to CA/OCS/L (Ask-OCS-L@state.gov). Domestic passport agencies and centers should forward questions regarding these types of cases to the CA-PPT-Adjudication-Suggestion-Box@state.gov.
- i. Sample Denial Letter

SAMPLE DENIAL LETTER– Name Change based on foreign domestic certificate of civil union or domestic partnership when there is no legal name change under

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state law.

Dear:

I refer to your recent application for a passport in which you request a new passport to reflect a name change based on a foreign or domestic certificate of civil union or registered partnership.

Unless your new name is recognized legally as your new lawful name in accordance with the provisions of law of one of the fifty states of the United States or the District of Columbia, we are unable to comply with your request at this time. However, we suggest below some alternate courses for you to consider.

Section 51.25 of Title 22 of the Code of Federal Regulations provides that a valid passport may be issued to reflect a new name in the following circumstances:

If your name has been legally changed by court order, you must submit an original or certified copy of the court order; or

If your name has not been legally changed and you wish your passport to be written in your assumed name, you must submit original or certified copies of three public records that show your assumed name, date and place of birth and show use of your assumed name for five years. Public records include such documents as school records, military records, employment records, tax records, financial records, insurance records, etc. Two notarized affidavits completed by two people who have personal knowledge of your name change may be substituted in place of one public record. The original or certified copy of the foreign marriage certificate or the foreign or domestic certificate of civil union you submitted is acceptable as one of the public documents.

If you are unable to meet these requirements, you may request instead that your passport be issued in a "known as" name.

We will hold your application for ninety (90) days. If we do not receive a copy of a court order or decree providing for name change or documentary evidence of use of the new name for the past five years, or a request to issue the passport in a "known as" name, your application will be considered denied. Any special return postage will be returned or refunded.

Signed

Passport Specialist (at a U.S. passport agency or center)

or

Consular Officer (at a U.S. embassy or consulate abroad)

## **7 FAM 1360 APPENDIX C CHANGE OF NAME FOR A MINOR**

## 7 FAM 1361 Appendix C Change of Minor's Surname Adoption

### 7 FAM 1361.1 Appendix C Change of Minor's Surname Pending Adoption

*(CT:CON-281; 02-04-2009)*

- a. An adopted person usually acquires a new name through adoption and is evidenced by a court order. However, if the adoption of a child born in the United States has not been finalized, a child may be issued a limited one-year passport in the adoptive name, using Endorsement Code 46. (See 7 FAM 1300 Appendix B.) If child who acquired U.S. citizenship at birth was adopted abroad, and the adoption was not yet final, the post abroad would issue a limited validity passport using Endorsement Code 109.

Endorsement Code 46

THIS PASSPORT EXPIRES ON (mon day, year). IT CANNOT BE REPLACED WITHOUT THE EXPRESS AUTHORIZATION OF THE DEPARTMENT OF STATE.

Endorsement Code 109

THIS PASSPORT EXPIRES ON (MON DAY, YEAR). IT CANNOT BE REPLACED WITHOUT THE EXPRESS AUTHORIZATION OF THE DEPARTMENT OF STATE.

- b. If requested within one year of the issuance date, the limited validity passport may be replaced with a free full validity passport when a copy of the final adoption decree is provided. Personal appearance of the minor, parents/guardians is not required.

NOTE: For citizenship evidence the original document certified by the issuing authority should always be required. For other purposes (name changes, marriage and divorce decrees, custody orders, etc.) a good and complete photocopy that shows a seal and signature of the officiant (marriage certificates) or judge (court orders) are acceptable. However, if there is any question as to the veracity of the copy the original certified by the issuing authority can be requested.

### 7 FAM 1361.2 Appendix C Change of Minor's Surname Following Full and Final Adoption

*(CT:CON-281; 02-04-2009)*

- a. A first time passport applicant adopted child usually acquires a new name through adoption and is evidenced by a court order.
- b. Applicants whose names have been changed may obtain a free replacement passport in the new name if requested within one year from the date of original passport issuance. To request the name change in a passport, applicants must provide all of the following:

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- (1) Form DS-5504, Passport Re-Application Form;
  - (2) The valid passport issued less than one year ago;
  - (3) 2 new passport photos (See 7 FAM 1300 Appendix E); and
  - (4) Copy of court order.
- c. Personal appearance of the minor, parents/guardians is not required.
- d. The replacement passport issued without charge will have a new number, issue and expiration dates. The replacement passport also will be valid for five years for a minor under age 16 at the time of original issuance. For operational efficiency, the Department (CA) determined that the period of validity should not be the balance remaining on the original passport.
- e. Applicants whose name change took place more than one year after the issuance of his/her passport must apply for a new passport using the Form DS-11, Application for a U.S. Passport, paying all required fees. The new passport would be valid for five years for a minor under age 16.

## **7 FAM 1362 APPENDIX C USE OF STEPPARENT'S SURNAME**

*(CT:CON-281; 02-04-2009)*

- a. Domestic passport agencies and centers and U.S. embassies and consulates abroad often receive applications requesting a change of a minor's surname to the stepparent's surname. It is extremely important that you establish that the minor has been using the stepparent's surname legally as a result of a court ordered change of name or through exclusive use of the name for five years. While circumstances vary, often the natural parents either have never married or are divorced. In some instances, reflecting a change in a minor's surname on the passport at the request of one parent may result in correspondence from the other natural parent or even Congressional offices, desiring to know how such a change was documented. Additionally, changing a child's name without benefit of a court order could aid in disguising passport issuance to a minor who is being wrongfully removed from the other natural parent.
- b. If an application is received which requests the stepparent's surname, the name on the passport may reflect the change if:
- (1) Documentary evidence, such a medical or school records establishing the minor's use of that surname for five years is provided;
  - (2) Written consent to the use of the name of both natural parents is provided. Written consent may be in the form of:
    - (a) The natural parent's notarized affidavit of consent authorizing the stepparent to execute the minor's passport application or sign the minor's passport application to identify the child; or

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- (b) In the case of the death of a natural parent, a copy of the death certificate of the deceased natural parent must be provided in place of that parent's written consent.
  - (c) In the case of the death of both natural parents, the step- parent must provide proof of guardianship and court ordered name change.
  - (d) (See 7 FAM 1350).
- c. The stepparent's name may be included in the passport as a "known as" name if documentary evidence establishing use of that surname is provided. Documentary evidence may include affidavits by the parent and the stepparent and two public documents such as school and medical records showing the assumed name. (See 7 FAM 1370 Appendix C.)

## **7 FAM 1363 Appendix C Use of Guardian's Surname**

*(CT:CON-281; 02-04-2009)*

- a. When the child has assumed the guardian's surname, the passport may be written in that surname only if there is a court order of name change.
- b. The guardian's surname may be included in the passport as a "known as" name if documentary evidence establishing use of that surname is provided.
- c. Documentary evidence may include affidavits from the guardian(s) and one or two public documents such as school and medical records showing the assumed name.
- d. In all cases, the guardian must present legal evidence of guardianship such as a complete copy of a court order. Certified copies are not required.

## **7 FAM 1364 Appendix C Use of Hyphenated Surname by Minor**

*(CT:CON-281; 02-04-2009)*

- a. A child may assume a hyphenated surname that joins the surnames of both natural parents. If both parents execute the application or identify the minor, request the hyphenated surnames of the parents on the application, and the birth certificate reflects that they are the birth parents, the passport may be issued in the hyphenated surname. Alternatively, the hyphenated surname may be used if both natural parents provide notarized affidavits attesting that the child uses the hyphenated surname, and a long-form birth certificate listing both parents' surnames. In this case, no minimum time usage of the hyphenated surname by the child is required.
- b. When the birth certificate shows a hyphenated surname that joins the surname of both natural parents, the child may have the passport issued in the single name of one parent when requested. Both parents must provide notarized

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affidavits attesting that the child uses the single surname. Written consent also may be in the form of the parents' signatures on the minor's passport application.

## **7 FAM 1365 Appendix C Assumption of a Parent's Birth Surname Following Divorce**

*(CT:CON-281; 02-04-2009)*

- a. If a minor is trying to assume the birth surname of a parent following a divorce, a passport for that minor may not be written solely in that surname unless a court order or notarized affidavits from both natural parents is provided. The parent's birth surname may be included in the passport as a "known as" name if documentary evidence establishing use of that surname is provided. Documentary evidence may include an affidavit from the parent and two public documents such as school and medical records showing the assumed name.
- b. In the foregoing cases, the minor may use the assumed name exclusively, once the minor has reached the age of 18 years and can comply with the change of name without court order guidance above.

## **7 FAM 1366 Appendix C Assumption of Parents' New Surname when there has been a Legal Change of Name**

*(CT:CON-281; 02-04-2009)*

- a. Change of Name by Court Order. When the parents have legally changed their surnames, the child's surname may be changed to reflect the parents' current surname. Both parents must submit a notarized affidavit, attesting that the child uses the new name exclusively along with the court order changing the parents' names. Written consent may be in the form of the parents' signatures on the minor's passport application.
- b. Change of Name by Naturalization. When the parents have legally changed their surname at the time of naturalization, the child's surname may be changed to reflect the parents' current names. Both parents must submit a notarized affidavit, attesting that the child uses the new name exclusively, along with the parents' naturalization certificates showing the parents' name change. Written consent may be in the form of the parents' signatures on the minor's passport application.
- c. No minimum time usage of the assumed name by the child is required.

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**7 FAM 1367 Appendix C Dual National Names and Parents Who Change Their Minds**

*(CT:CON-449; 03-25-2013)*

- a. A child is normally issued a passport in the name that appears on the child’s birth or citizenship evidence that best identifies the child. We are aware of cases in which multi-cultural dual national families give their children more than one set of names, an English name and a name in the native language of the foreign nationality.
- b. For infants and very young children, parents can present the birth evidence and an affidavit, and then the passport may be issued in the name the family will use for the infant. If the parents have adjusted the name since the child’s birth, the change must meet the criteria of a customary name change as outlined in 7 FAM 1317 Appendix C.
- c. If the child does not use one name exclusively, but uses one in a foreign school and another in the U.S. context, this becomes more complicated, particularly if the child has identity documents in the foreign name, but now requests a passport in the English name. It may be necessary to issue the passport with a “Known As” name in such cases.
- d. Documentary evidence you may take into consideration regarding exclusive use of a name could include: school records, national identity cards, Social Security cards, tax records, census records, etc. Even letters from the United States over a period of years addressed to the child provide some indication of the use of a name in the family, the use of a name “out in the world,” etc., but are not primary evidence. Keep in mind that ultimately the passport should be issued in the child’s legal name. These situations involving dual national, multi-cultural families can be complex. Posts should not hesitate to contact CA/OCS/ACS, which will confer with CA/OCS/L to provide you with an advisory opinion in a particular case. (See 7 FAM 1420.) Domestic passport agencies and centers should contact the CA-PPT-Adjudication-Suggestion-Box@state.gov on these questions. CA/PPT and CA/OCS will coordinate closely about these questions to attempt to ensure consistency.
- e. Foreign Naming Conventions: The Department (CA) is aware that some foreign countries have naming conventions that can be quite different from those of the United States. In some cases, these conventions result in the imposition of a name on the citizen according to local law that is not the name the parents wish to name the child. Posts should be aware of these issues in the host country and report them to CA/OCS/ACS and CA/OCS/L (Ask-OCS-L@state.gov) that will share the information with CA/PPT and CA/FPP. The following chart provides some examples of foreign naming conventions.

PLACE	NAMING CONVENTION AND SOLUTION
BRUNEI	Brunei names include several honorifics as part of the legal name.

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BURMA	Burmese names have no first names or last names, only one complete name. For visa purposes, the embassy puts the last word of the name as the surname and the introductory words as the first name.
CHINA (People's Republic of)	China generally restricts children's names on birth certificates to Chinese characters. If a parent holds a foreign passport, the parent's name is written in English, although some Chinese provinces forbid the use of any English on a birth certificate. Generally children take the surname (family name) of their father, although in some cases, especially when the child is born out of wedlock, children may take their mother's surname. (Chinese women almost always keep their birth names when they marry.) Names appear on the passport as a transliteration or Romanization of Chinese characters, known as Hanyu Pinyin, or just Pinyin. The name order in Chinese is surname (family name) first, then given name. Chinese given names are generally one or two syllables. Children are very often, but not always, given an English first name in addition to their Chinese name. In many instances, the English name is a transliteration of the Chinese name, or vice versa; for example, Su Fei becomes Sophie. In most cases where the child is born in the United States, the English name is given at birth and appears on both the U.S. birth certificate and passport. Usually the parents have also chosen a Chinese name for the child, which is used on any Chinese documents. For children born in China, English names are usually given after birth and do not appear on any Chinese documents. In these cases, the Chinese given name often becomes a middle name and the English name is used as a first name on the passport, although in some cases the Chinese given name is dropped altogether.
EL SALVADOR	On August 4, 1990, the Salvadoran National Assembly enacted the Ley Del Nombre de la Persona Natural that bans children from being given strange names, describing them as an offense against human dignity. The law appoints the Chief of El Salvador's National Civil Registry as the arbiter of whether a name is acceptable. In general terms Spanish and English names are acceptable. In one case a U.S. citizen mother wanted to name her child "Genesis" and this was denied. Non-Westerners can give their children names that are traditional in their homelands, if they can demonstrate to the satisfaction of the Chief of the National Civil Registry that these names are indeed traditional there.

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	Westerners whose families have a private heritage that includes unusual names may petition the Chief to give these names to their children, but must demonstrate that these names were given to other family members.
ETHIOPIA	Ethiopian names take the following pattern: First Name, Father's First Name, and Grandfather's First Name. Thus if your father was named John and your grandfather Robert, you would be Steven John Robert. If you have a son James, he would be James Steven John.
ICELAND	Iceland also has complex laws on naming children. Most Icelanders still follow the age-old tradition of using the first name of their father as the basis for their last name. "Sonur" is added to the fathers name if the child is a boy, and "dóttir" if the child is female. Family names as such are not commonly used in Iceland. (See Icelandic Names; Icelandic Proper Names.)
ISRAEL	U.S. citizens who travel to Israel, the Gaza Strip, and the West Bank and acquire Israeli nationality under the "Aliyah" process acquire a new Hebrew name. These individuals and their children effectively have two names, the acquired Hebrew name and the original name which usually appears on their U.S. birth certificate. Such individuals are issued U.S. passports using the known as name option.
JAPAN	Japanese do not have middle names. If their children are born in the United States they might give them a completely different name than the name they register with Japanese authorities. For dual nationals whose children are born in Japan, posts in Japan frequently see two completely different names: One Japanese, one American. The U.S. Embassy in Tokyo, Japan has a special information feature on the embassy home page addressing this issue. (See Affidavit for Child's Name.)
KOREA	The Korean names almost invariably consist of three Chinese characters that are pronounced with three Korean syllables. The family name comes first and the remaining two characters from the given name, of which one character often identifies the generation.
MALAYSIA	For Indian Malaysians, the letter at the beginning of their last name is the first letter of their father's first name. Indians usually have a first name as well, but sometimes use the first letter of their hometown in lieu of a first name. For example, "P. Ramachandran" could be from Penang. Chinese Malaysians have three names. Sometimes Chinese Malaysians have a western name too. Malay Malaysians use

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	their father's first name as their last name.
MALI	In Mali it is traditional to announce the baby's name a week after the birth and to have a naming ceremony. Most Malian children have their father's last names. Many women go by their maiden names plus "epouse" plus their husband's name. Epouse is abbreviated to read Eps. The Tuareg last names are the first name of the father plus Ag for boys and Walet for girls. In Arabic names Ag or Walet would be replaced by Ould.
MOROCCO	Morocco restricts the names that can be entered on a birth certificate to Moroccan names. Typically if the parents later wanted to add an American middle name while the child was under the age of 5, this was easily accomplished with a simple affidavit from the parents reflecting that the name would be used exclusively. After the age of 5, school records or similar documentation may be necessary to accomplish this change.
PAPUA NEW GUINEA	In the Papuan tribe in the central province, when the first child is born, elders from the mother and father's families and church elders come together for a feast and select a name. There is no time limit as to when the feast and naming ceremony occurs. It depends on when the families have enough money to afford the feast. It can be a week or months. Until the child is named he or she is known as the baby or baby boy, baby girl.
PHILIPPINES	Parents usually affix the name "Maria" before the actual name they have chosen for a baby girl. Therefore it is not unusual to see names prefixed with Ma, which is the abbreviation for Maria. The middle name of a girl or unmarried woman is usually the maiden surname of her mother. Girls with a given middle name would typically have the mother's maiden surname just before her own surname. If a married woman changes her surname to that of her husband, she will usually use her own maiden surname as her middle name at that point.
TAIWAN	In Taiwan the dual nationals tend to use the Romanization of their Chinese last name character as their English last name, choose an English first name, and then use the Romanization of their Chinese first and middle name characters as their middle name on passport applications. They also use just the last name and an English first name or the last name, an English first name and the initials of their Romanized Chinese names as the middle name. Some older people never officially chose an English name so they

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	just use the Romanized version of the Chinese characters.
TURKEY	In the early part of the twentieth century, in a desire to become more westernized, Turkey changed from the Arabic to the Latin alphabet and decreed that all Turks would have to find a family name. Many people chose the name of their native village, city, or town. This practice has had some influence in other Middle Eastern countries, notably Tunisia and Iran, where people have incorporated place names as part of their name.

## **7 FAM 1370 APPENDIX C "KNOWN AS" AND PROFESSIONAL NAMES**

*(CT:CON-281; 02-04-2009)*

- a. A passport applicant who does not meet the criteria for complete change of name listed in 7 FAM 1310 Appendix C and 7 FAM 1360 Appendix C, or who has assumed a name for professional or other bona fide (non fraudulent) reasons but keeps the legal name for other purposes, may have the assumed name included in the passport as a "known as" (K-A) name along with the legal name
- b. Assumption of New Name as "Known As" Name. An applicant who has assumed a new name as a "known as" name should submit affidavits executed by two persons attesting that they have known the applicant by both names, accompanied by two or more public documents including, but not limited to, military records, employment records, tax records, or other public records. (See 7 FAM 1327.1 regarding identifying witnesses). At least one of these documents must show current name and one other piece of identifying data, such as date of birth or age, place of birth or Social Security number. In lieu of an affidavit, a third public document may be submitted. The applicant may sign the application in either name and provide acceptable identification in the "known as" name.
- c. Use of Previous Legal Name as "Known As" Name. The applicant must sign the application with both names and submit acceptable identification in the "Known as Name". No additional evidence is needed for an applicant who is using a previous legal name (such as the birth name or a previous married surname) as a "Known as Name".
- d. If an individual initially signs only the assumed name and you determine the person has not used the K-A for five years, the individual must sign the application with his/her legal name and K-A name.
- e. The "known as" designation is used generally in instances where the documentary evidence clearly reflects that the person actually uses two or more distinct names concurrently and openly. The "known as" designation should not be used in instances where individuals have only begun to obtain

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identity documentation in a new name, and have no evidence that they have used it for any period of time.

## **7 FAM 1380 APPENDIX C RELIGIOUS NAMES**

*(CT:CON-281; 02-04-2009)*

- a. Religious titles may only appear on a passport as a "known as" name. If only the civil name appears on the application, write that name only in the passport even if the photograph shows the applicant in religious attire. If the religious title "Sister", "Mother," "Reverend," "Brother," or "Father" precedes the civil name on the application, line through the title to show that the passport is to be written in the civil name only; or
- b. If the full religious name is shown on the application, write the passport in the civil name, with the religious name as a "known as" name. For example, if the application shows Eileen Anne Donohue K-A Sister Eileen Anne, write as shown.
- c. The applicant should sign the application in both the civil and religious name. Generally, identification in the religious name is sufficient to document use of the name. If you are not satisfied as to the applicant's bona fides, the applicant may be required to provide evidence outlined above for change of name without court order. (NOTE: This practice is becoming less common.)

## **7 FAM 1390 APPENDIX C FOREIGN NAMES**

### **7 FAM 1391 Appendix C Slavic Surnames**

*(CT:CON-281; 02-04-2009)*

When applications received from a family show different spellings of the surname for the male and female members of the family (for example, Rukowski and Rukowska), write the surnames as shown.

### **7 FAM 1392 Appendix C Asian Names**

*(CT:CON-281; 02-04-2009)*

- a. In some Asian cultures (such as China, Taiwan, Hong Kong, or Vietnam), the custom is to write the surname (family name) first, followed by the given name(s). An applicant who follows this custom may write the name giving the family name first (for example, WONG Lu Leng, Wong being the family name). An applicant may rearrange the Asian name to write the family name last (for example, Lu Leng WONG, WONG being the family name) if acceptable identification that shows the new order of the names is provided. Write the name as shown on the application reading from left to right.

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- b. If the naming conventions in the host country are such that the child may have, for example, a Japanese name and an English name, there are mechanisms to enable the family to have the U.S. passport issued in the English name, even though the name is entered in Japanese Family Registry and Japanese birth certificate in only the Japanese name. The U.S. Embassy in Tokyo, Japan has a special information feature on the embassy home page addressing this issue. (See Affidavit for Child’s Name.) The parents must attest that the English name will be used exclusively in all U.S. registration and citizenship documents. We have also seen this issue arise in other countries. The parents can present the birth evidence and an affidavit, and then the passport may be issued in the name the family will use for the infant in all U.S. registration and citizenship documents. (See 7 FAM 1367 Appendix C.) If the children actually use two names in the culture, the “known as” option should be used.

**7 FAM 1393 Appendix C Arabic Names**

*(CT:CON-281; 02-04-2009)*

- a. Although U.S. citizens of Middle Eastern or South Asian descent living in the United States often assume a family name, in the Arabian peninsula, and in much of the Middle East and South Asia, family names, in the western sense, do not exist. The common practice is for each person to have three names: his or her own given name, followed by the father’s name and the grandfather’s name. For example: Karim Sadam Mustafa would be Karim, son of Sadam and grandson of Mustafa. His name would be “Karim” and not “Mr. Mustafa.” Likewise, Laila Ahmed Mohammed would be Laila, daughter of Ahmed and granddaughter of Mohammed. She would not change her name by marriage. The word for “son of” or “daughter of” which is “bin” and “bint” respectively, would only be spelled out when dealing with members of a royal family. Thus, Faisal bin Saud is Faisal, son of the Saud family. (An exception to this rule is found in Iraq where each person has two names only.) The spelling of Middle Eastern and South Asian names is influenced by the colonial power that formerly controlled the country. This accounts for the variation in the spelling of names that are the same.
- b. The name should be written as used by the applicant and shown on the citizenship evidence and identification.

**7 FAM 1394 Appendix C Hispanic Names**

*(CT:CON-281; 02-04-2009)*

- a. Generally, Hispanic names consist of the given name (Christian name), the patronymic (father’s surname), and the matronymic (mother’s surname). The patronymic and matronymic may, or may not, be joined by a hyphen or by a “y.” The use of the “y,” however, is very rare.

Given Patronymic Matronymic
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Jose Perez	Gonzalez
Jose Perez	Gonzalez
Jose Perez	yGonzalez

b. The given, the patronymic, the matronymic, or all three may be compound although this is rarely used. The parts of the compound patronymic or matronymic may be joined by "de" or by a "hyphen."

Given	Patronymic		Matronymic
Jose	Perez	y	Gonzalez-Crespo
Jose	Perez-Diaz	y	Gonzalez
Jose	Perez de Diaz	y	Gonzalez de Cresp

c. Hispanic Married Women. A married woman may join her husband's name to her own name by use of "de," generally keeping her patronymic and dropping her matronymic. However, the woman may keep or drop both her patronymic and matronymic. The most common usage is the given name, her patronymic, and her husband's patronymic.

Given	Patronymic	Matronymic	(HP)	(HM)
Ana			Perez	
Ana	Menendez		Perez	
Ana	Menendez		de Perez	
Ana	Menendez		de Perez	Gomez
Ana	Menendez	Robledo	de Perez	Gomez

d. Widows. Although seldom seen, a widow may use the title "Viuda"(widow), or its abbreviation, "Vda.," either before her given name or before the prefix "de" and her husband's surname. Write "Viuda" in the passport as it is shown on the application (i.e., Ana Menendes viuda de Perez).

e. Changing Order of Surnames or Dropping Matronymic.

(1) Applications of persons with Hispanic names should list the Hispanic names in the manner customarily used by the applicant. An applicant who follows Hispanic custom may use the mother's surname in the last position and the father's surname in the middle position (for example, Jose PEREZ Gonzalez, PEREZ being the patronymic). In this instance, both the patronymic and matronymic must be written in the surname field. However, an applicant may drop the use of the mother's surname or may rearrange the surnames to follow the custom of writing the father's (or husband's) surname last (for example, Jose PEREZ or Jose Gonzalez PEREZ) if acceptable identification reflecting the change is provided. In all cases the controlling patronymic (the father's or husband's surname) must be written in the passport.

(2) The controlling patronymic is normally the father's patronymic (father's surname). Married women may assume the husband's patronymic. The controlling patronymic of the applicant can generally be determined from the name(s) of the applicant's father, and husband where applicable, as

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shown on the application.

- (3) If the patronymic is dropped and only the matronymic is used, this is not name change, but the applicant should submit appropriate identification in this name.

## **7 FAM 1395 Appendix C Names Too Long For The Passport Data Page**

*(CT:CON-407; 06-29-2012)*

- a. Occasionally, you may see instances in which applicants have multiple, legal given and/or surnames listed on the birth evidence, and even identification documentation that are too long for total inclusion in the passport data page. The Travel Document Issuance System (TDIS) and American Citizens Services (ACS) system only allow for a certain set number of characters the line for given and middle names as well as the line for the surname. You will have to determine, with input from the applicant, what abbreviated version of the legal name is acceptable to him or her for inclusion in the passport data page.
- b. Domestic Passport Agencies and Centers: A new Endorsement Code 74, has been developed that will allow for the inclusion, in most instances, of the applicant’s full legal name, on an endorsement page in the passport. Endorsement 74 reads as follows:

Endorsement Code 74 THE BEARER’S FULL LEGAL NAME IS (name).
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- c. Posts Abroad: A new Endorsement Code 112 has been developed that will allow for the inclusion, in most instances, of the applicant’s full legal name, on an endorsement page in the passport. Endorsement 112 reads as follows:

Endorsement Code 112 THE BEARER’S FULL LEGAL NAME IS (name).
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- d. If you have questions, domestic passport agencies and centers should contact the CA-PPT-Adjudication-Suggestion-Box@state.gov. Posts should contact their liaison officer in CA/OCS/ACS, which will confer with CA/OCS/L. CA/PPT and CA/OCS will coordinate closely about these questions to attempt to ensure consistency. (See 7 FAM 1420.)

## **7 FAM 1396 Appendix C Visa Office Guide on Proper Names and Name Citing**

*(CT:CON-404; 04-13-2012)*

- a. The Bureau of Consular Affairs, Directorate of Visa Services (CA/VO) has published guidance on the Intranet on formulating names from a variety of cultures. This guidance may be helpful as an additional reference regarding

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naming patterns.

b. See 9 FAM Appendix F 500.