USE OF HYPHENATED NAMES IN CHF ENTRIES

The name which appears in the BASE NAME Field of person file entries and inquiries *must* be entered in the following order: mandatory surname, mandatory comma, space (optional), mandatory first name or initial, space (include only if middle name or initial will follow), middle name(s) or initial(s) if any, mandatory space ONLY after each middle name or initial except last one, and suffix denoting seniority (Jr., II, etc.) if any (NCIC Code Manual, Personal Descriptors Code, 1.1 Name Field). **DO NOT USE A HYPHEN BETWEEN MULTIPLE MIDDLE NAMES**. Example of Base Name and AKAs:

> SMITH, JOHN HENRY
> SMITH, HENRY LEE JR
> SMITH, ROBERT H
> SMITH, PAUL
> SMITH, PAUL H L
> SMITH, JOHN HENRY LEE

For compound surnames, the full name including both surnames should be entered.

For example:

1. Subject's Name - Jane Smith-Jones **(hyphenated)**

    Name - SMITH-JONES, JANE

    The name search automatically searches all combinations of hyphenated last names. This eliminates the need to enter each part as an AKA.

2. Subject's Name - Jane Smith Jones **(not hyphenated)**

    Name - SMITH JONES, JANE

    The name search compresses the surname and removes the space. **For non-hyphenated compound surnames**, both last names should be entered as an alias individually, and the two names should also be reversed as AKAs:

    > AKA/SMITH, JANE
    > AKA/JONES, JANE
    > AKA/JONES SMITH,JANE

3. Subject's Name - Jose Rodriguez y Gonzalez (*Spanish letter Y used as a separator*)

    Name - RODRIGUEZ Y GONZALEZ, JOSE

    The name search compresses the surname and removes the spaces. Each surname component of the full name MUST be entered individually as a separate AKA. **When each surname component is entered individually as an alias, the letter Y should not be entered.** Using the example, the following two aliases would be added AKAs to the base record:

    > AKA/RODRIGUEZ, JOSE
    > AKA/GONZALEZ, JOSE

See the NCIC Code Manual, Personal Descriptors Codes for additional information.

If you have any questions or need further assistance, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date