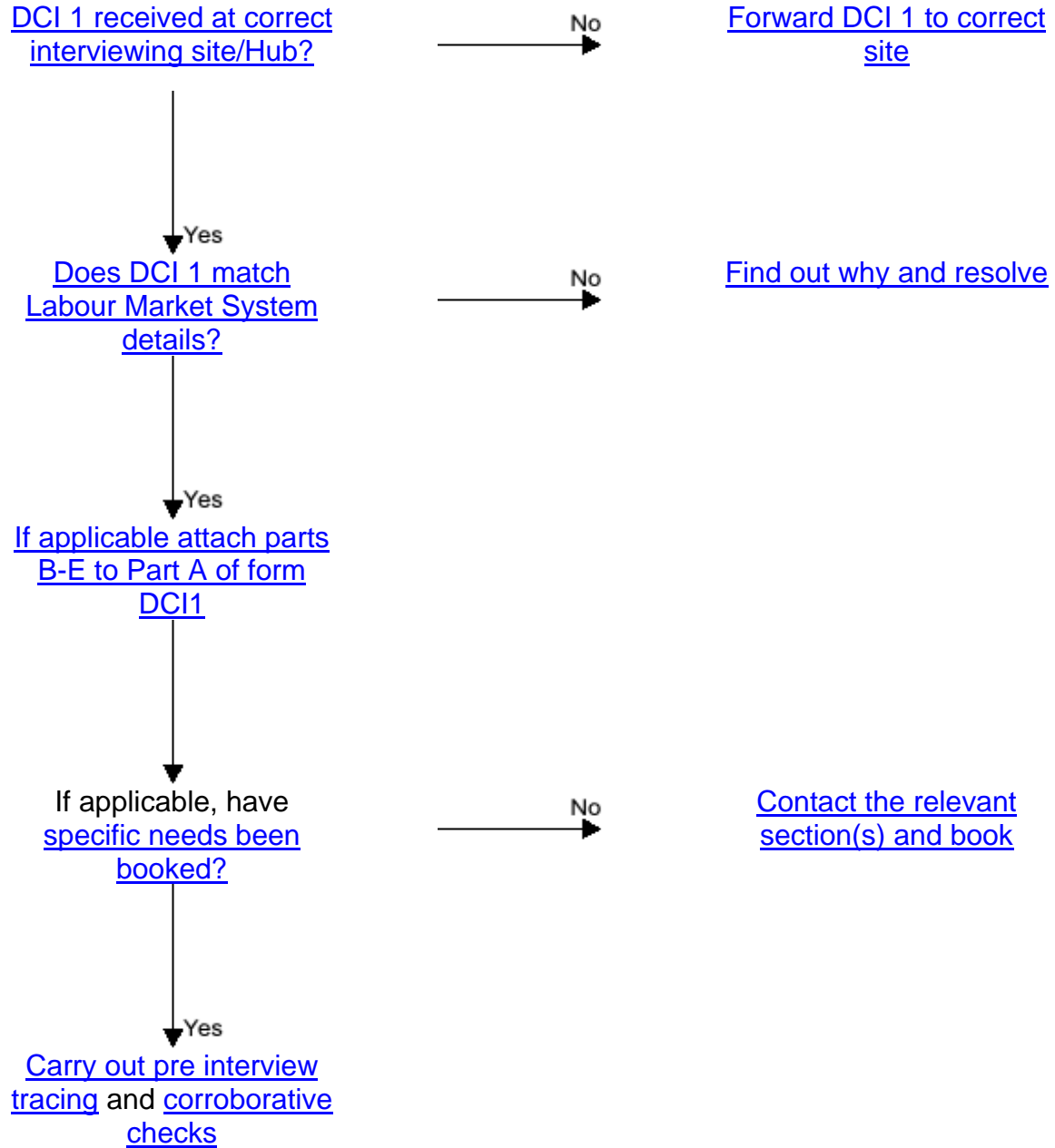


SNAP Guidance

Essential Actions

RTW will have been established by CC and customer advised of what docs they should take to the interview

Pre interview action





Contact customer, and
await appointment date

Supporting Information

Interviewing site/Hub process

Pre interview action

Check of form DCI1

1. On receipt of form DCI1, check if transfer proforma [DCI10V](#) is attached and if so link the application to the original form DCI1 held. If form DCI1 is at the wrong site, send it to the correct site with proforma [DCI10V](#) attached.

Transfer to correct interview site/Hub

2. To transfer form DCI1 to the correct interviewing site/Hub:

Step	Action
1	check desk aide for correct address/location;
2	send a workflow to the correct interviewing site/Hub. Note: Do not record conversations in Labour Market System (LMS) as these could be missed;
3	send form DCI1 to correct interview site/Hub by Courier or Fax as appropriate. Note: An interview can still be conducted without a copy of form DCI1 being available at the interview.

DCI1 check against Labour Market System

3. Check that form DCI1 received has a corresponding client record and appointment on LMS. Take action as follows:

Step	Action
1	access LMS and click on the Client icon;
2	Select/Select all will be displayed; click on Select all button to change the Location drop-down to National;
3	enter the Surname and Date of Birth;
4	click on Srch button to start the search;
5	if there is only one record on LMS that matches the search criteria, LMS will display the client record for that person;
6	if a list of clients is returned check to see if the client is on that list. If so, highlight the client and click Detail to open the client record;
7	LMS will display the View Client Details window for that person. If re-selection is required, click on Close button. LMS will return you to the Identify Client window to start the search again;
8	check the outstanding interviews by clicking on the O/S Int hotspot;
9	check that the appointment type shown is correct for the DCI1 received;
10	for benefit inspired applications only, a copy of the personal details and

	signature pages of the customer's claim form should be attached wherever possible and then: <ul style="list-style-type: none"> • check all boxes are completed within Part A; and • check appointment time and date is recorded on the form;
11	if form DCI1 matches a client record and appointment held, check for specific needs and take appropriate action ;
12	if form DCI1 does not match the appointment held on LMS, find out why and resolve.

DCI1 check does not find match on Labour Market System

4. If the DCI1 does not match the appointment held on LMS and is not a subsequent valid application, resolve by amending the DCI1 to match the appointment held.
5. If the DCI1 is incomplete, take information from the LMS record as far as possible and clarify these points at the interview. Escalate if there is a repeating problem with form completion.

Attach remainder of DCI1 form to part A

6. In **employment inspired** applications, the Contact Centre Forward Part A of form DCI1(E) to the interviewing site by e-mail. The interviewing site must attach parts B-E to part A of form DCI1(E).

Interpreter/specific needs check

7. Check in [LMS Conversations](#) to ensure that specific needs have been booked or are being progressed. If not, contact the relevant section(s) and book. Check the appointment time on LMS. Specific needs must be highlighted on form DCI1.
8. If the services have been booked for the same time as [the Evidence of Identity \(EOI\) interview/Right to Work](#), take action to [preview the application](#).
9. If the services could not be booked for the same time as the interview, take action to contact the customer and [re-book if required](#).

Action to re-book appointment

Note: LMS refers to Evidence of Identity (EOI) interviews only however, for employment inspired applications this interview is also used for evidence of "right to work"

10. Contact the customer, by phone where possible, to re-arrange the **EOI/RTW** appointment for when the supporting services are available. Take action as follows:

Step	Action
1	access LMS Re-arr function on the outstanding interview screen;
2	re-arrange the date;
3	take action to re-arrange the interview.

11. If the customer is not on the phone, cancel the service and if an interpreter was required use [Language Line](#) instead. Note LMS accordingly.

Preview the application

12. To carry out the [required checks](#) prior to an interview proceed as follows:

Step	Action
1	conduct a DCI trace using dialogues DCI003 and DCI004 . Although not mandatory, this action is recommended especially if information on the DCI1 suggests that a National Insurance Number (NINO) may exist;
2	if there is a trace and this is confirmed as being the person who has made the NINO application take action described in steps 3 to 7 below;
3	access LMS. In View Client Details, click on O/S Int hotspot and Outstanding interview window will be displayed. Select Cancel;
4	when the warning message appears, you must record a reason so click on Yes. Select NINO already exists as the reason for cancelling the interview;
5	the cursor will then be placed in the short notes field; enter the reason for cancelled interview as NINO already exists. Click Save to update the interview record;
6	back on the client record, click Amend. Enter the traced NINO in the NINO field on the client record. Click Save to update the record;
7	take action to notify the customer of the cancelled appointment. In DCI1 (E) cases complete and issue DCI10? to the customer. In benefit inspired cases complete Part E of form DCI1 (B) or DCI1 (TC) and return to the originating benefit section;
8	perform corroborative employer checks in DCI1(E) cases. Corroborate the existence, where mentioned, of: <ul style="list-style-type: none"> • employment agencies; • employers; and • evidence of self-employment. Check the employer exists using: <ul style="list-style-type: none"> • local knowledge; • telephone directories; and • the Internet;
9	if these checks cannot be satisfied locally, utilise extra tools within the Central Control Unit (CCU) for example GB Accelerator to trace addresses and telephone numbers. Contact the CCU by phone for further help;
10	complete Part B of form DCI1 and BF the application until required .

Pre-interview tracing

General

13. For all benefit inspired applications, basic Departmental Central Index (DCI) trace action must be completed prior to completion of form [DCI1\(B\)](#).

14. For all Local Authority (LA) applications, basic trace action must be completed at the Central Control Unit (CCU). LA staff cannot perform this check prior to referral, as they do not have access to DCI.

15. For all employment inspired applications, DCI tracing at any level is no longer required prior to the [Evidence of Identity/Right to Work interview](#). If there is evidence a National Insurance Number (NINO) already exists however, a trace can be requested.

16. Specialist trace action is not mandatory for benefit inspired applications and Specialist trace is only necessary if there is evidence a NINO already exists.

The tracing dialogues

17. The three dialogues used to trace a NINO/Child Reference Number are:

- [DCI003 - Fast Trace](#);
- [DCI004 - General Trace](#); and
- [DCI005 - Specialist Trace](#).

18. Dialogues DCI003 and DCI004 are generally available to all staff.

19. Access to DCI005 is restricted to specialist areas including officers on the DCI Specialist Trace Section at the CCU.

Information needed to make a trace

20. Information is needed about the customer to trace a NINO effectively. Some information is essential to use the DCI tracing dialogues, that is:

- all forenames and surname, including Name 2 details;
- date of birth;
- all previous surnames and forenames;
- current and previous addresses;
- details of any benefits claimed or received;
- parent or guardian's Child Benefit number if tracing for a child.

Information discrepancies

21. Remember, there may be some discrepancies between the information held and that held on DCI, for example:

- changes of surname;
- current address not recorded;
- derivatives of forenames, for example customer states Jack but DCI holds John;
- discrepancies in date of birth, for example customer states 12/01/56 (v) but DCI holds 11/01/56 (nv);
- incorrect sex recorded;

- misspelling of names, for example Willis/Whillis, Leeder/Leader, Mohammed/Muhammed;
- records held under initials only instead of full forenames, for example J A Smith/John Andrew Smith;
- shortened forenames, for example Richard/Dick.

How trace results are displayed

22. Trace results will generally be displayed in:

- alphabetic order; and
- date of birth order.

23. However, the way information is stored on DCI means it is not always possible to show all trace results this way.

24. Examine all records with an identical name group, for example:

Mark Brown		Date of birth 06/01/70
	may appear at the beginning of the TRACE RESULT screen and also after	
Mark Zachary Brown		Date of birth 06/01/70
John Smith		Date of birth 03/11/56
	may appear on a TRACE RESULT screen after	
John Smith		Date of birth in the 1970s

Hyphenated surnames

25. For hyphenated surnames it is easier to input the last part, for example:

surname: Foster-Smyth		input: Smyth
	if this is unsuccessful try each part in turn and reverse the parts	
surname: Foster-Smyth		input: Foster and Smyth-Foster

Alternative surnames

26. Always consider alternatives to the surname, for example:

Stewart	Stuart
Allan	Allen
Davidson	Davison
Allin	Alan
Davies	Davis

27. Take into account punctuation and spaces, for example:

O'Neil	O Neil
Le-Conte	Le Conte
McDonald	MacDonald

28. Use previous surnames, for example consider inputting the maiden name when tracing for a married woman.

Alternative forenames

29. When a trace under the forenames given has been unsuccessful, try alternative variations, for example:

forename: Anne

input: Ann, Annie, Annabel

forename: Catherine

input: Katherine, Cathy, Kate

forename: Bryan

input: Brian

30. Access the lists of:

- [alternative/diminutive male names](#);
- [alternative/diminutive female names](#);
- [ethnic names and alternative spellings](#); and
- [ethnic minority naming systems for common cases](#).

Fast Trace - Dialogue DCI003

When to use dialogue DCI003

31. Use dialogue DCI003 for the initial trace for a Departmental Central Index (DCI) record if the following information is known:

- the customer's date of birth; and
- at least the first three characters of the customer's surname.

32. Dialogue DCI003 is the quickest and most efficient tracing dialogue.

33. This dialogue allows:

- limited use of the wild card ? to broaden the boundary of the trace; and
- some limited automatic tracing.

How to use dialogue DCI003

Century indicator

34. The century indicator determines the century of birth. Input:

- [8] for 19th century;
- [9] for 20th century; or
- [0] for 21st century.

Broadening limits of trace

35. When using dialogue DCI003, consider broadening the limits of the trace to make the trace as effective as possible, for example:

A

[NEA]

[E]

[?]

[M]

[14/03/69] [9]

B

[NEA]

[?]

[?]

[U]

[14/03/69] [9]

36. If trace A is unsuccessful attempt a trace as in example B. These limits allow for transposed first and second forenames and the possibility that the wrong sex could be recorded on DCI.

Automatic tracing

37. If a trace is unsuccessful under the identity details input, that is there are no exact matches found, the system will automatically try alternatives. For example:

Details input

[BAL]
[S]
[A]
[M]
[11/03/67] [9]

Details input

[BAL]
[S]
[?]
[M]
[11/03/67] [9]

38. If the customer's surname begins with O or Mc and no exact matches are found, the system will try the following alternatives:

Details input

[MCD]
[J]
[T]
[F]
[25/02/74] [9]

[ONE]

[A]
[B]
[F]
[05/05/56] [9]

System also tries

[BAL]
[A]
[S]
[M]
[11/03/67] [9]

System also tries

[BAL]
[?]
[S]
[M]
[11/03/67] [9]

System also tries

[MAC]D
[J]
[T]
[F]
[25/02/74] [9]

and

[MC]D
[J]
[T]
[F]
[25/02/74] [9]

[O'N]E

[A]
[B]
[F]
[05/05/56] [9]

and

[O N]J
[A]
[B]
[F]
[05/05/56] [9]

Automatic trace warning messages

39. Any DCI records matching the identity details input will be displayed. The message, no exact matches relaxed traces will be displayed if DCI shows any matching records found on one of the automatic relaxed trace routines.

40. Sometimes the automatic tracing routines will not assist, especially when tracing using [naming systems for common cases](#).

Wild card character ?

41. The wild card character is a very useful tracing tool. Use it to increase the boundaries of the trace and the chances of tracing the National Insurance Number (NINO)/Child Reference Number (CRN).

42. If the following trace was unsuccessful,

[KEA]

[A]

[J]

[M]

[12/01/46] [9]

consider broadening the boundaries of the trace further by using the wild card ? for example,

[KEA]

[?]

[?]

[M]

[12/01/46] [9]

43. These boundaries allow for transposed first and second forenames and the possibility that DCI may be holding the record under different initials.

44. By confirming the details held on record, for example customer's address and benefit history, it can be established which DCI record, if any, refers.

45. Some forenames and surnames can be transposed, for example

Muhammed Ali

Ali Muhammed

Bibi Begum Kaur

Bibi Kaur Begum

Sex - when to use unknown

46. In most cases the customer's sex will be clear from the outset. Input:

- [M]ALE; or
- [F]EMALE.

47. If the sex is not known, or the trace was unsuccessful, the sex can be input as unknown. Input [U]NKNOWN. This is useful as the record may be held on DCI under the wrong sex.

Note: Under the Gender Recognition Act 2005, transsexual people who apply for and are granted a Gender Recognition Certificate will be recognised in law as being of the opposite gender to his or her birth gender.

Date of birth

48. If the trace under the date of birth given is unsuccessful, try some alternatives, particularly when the customer:

- should have a record on DCI; or

- has a common surname.

Dates of birth - Departmental dates

49. Some customers, usually Persons from Abroad, cannot provide documentary evidence to substantiate the day or month in which they were born.

50. Their records could be held under the following departmental dates:

Date of birth given by customer	Trace using these dates
[?/?/?/74] [9]	[01/01/74] [9]
	[31/12/74] [9]

Child Benefit records

51. Consider obtaining a copy of the Child Benefit (CHB) account if tracing for a child is unsuccessful. If a CRN has been allocated it should be recorded on the CHB record.

National Insurance Number/Child Reference Number traced

52. Confirm a trace by taking the following action:

Step	Action
1	select and view the matching records to confirm the trace; Note: The date of birth will match.
2	check the customer's/child's: <ul style="list-style-type: none"> • full name; • any former name; • current and/or previous addresses; and • benefit history to confirm the correct NINO/CRN has been traced.

53. It is essential to link the right person with the right record before the NINO/CRN is used.

No trace using dialogue DCI003 - Fast Trace

54. If there is no trace using dialogue DCI003 - Fast Trace, consider a [General Trace](#) using DCI004.

General Trace - Dialogue DCI004

When to use dialogue DCI004

55. Use dialogue DCI004 for a General Trace if:

- the customer's date of birth is not known;
- the customer's full name information is known; and
- a Fast Trace using dialogue DCI003 has been unsuccessful.

Note: It is not practical to use dialogue DCI004 if the customer's name is a common one, for example John Jones.

How to use dialogue DCI004

Surname

56. To use dialogue DCI004 the customer's surname must be known. Input a maximum of ten characters. The system will automatically expand the trace, for example:

Details input
[Smith-Bast]

System tries
Smith-Bastock etc

First forename/initial

57. This field is optional. Input a maximum of ten characters.

58. If this field is left blank the system traces for surname only cases.

Second forename/initial

59. If no second forename is input, a search is made for records with or without a second forename.

Sex

60. One of the following options must be input:

- [M]ALE;
- [F]EMALE; or
- [U]NKNOWN.

Note: Under the Gender Recognition Act 2004, transsexual people who apply for and are granted a Gender Recognition Certificate will be recognised in law as being of the opposite gender to his or her birth gender.

Trace children

61. This facility restricts the trace to children or adults;

- [N] trace is open to customer's aged 16 and over;
- [Y] trace is restricted to customers aged 20 and under.

62. Overtyping with [Y] to restrict the trace to customers aged 20 and under.

Relaxed tracing facility

63. If the customer has two forenames inputting the first forename only can make a relaxed trace. This is useful if the surname is uncommon, for example:

Details from correspondence received

Name: Alexander Bramble

Address: Bangor

Date of birth and National Insurance Number (NINO) not known

64. In the above example, because the surname is not common, a trace of records for all customers/children called Alexander Bramble is practical.

65. In this example, DCI holds a number of records that match including the customer's record which is:

Name: Alexander Stephen Bramble

Address: Bangor

Date of birth; 12/12/55

NINO: YZ 00 00 00 D

66. To make the trace shown in the example above, input:

[BRAMBLE]
[ALEXANDER]
[]
[M]
[N]

67. DCI will display all the records that exactly match the details input.

68. When all the matching records have been displayed, DCI then:

- relaxes the trace; and
- displays records that match but also holds second forenames.

69. Because these additional traces are presented in alphabetical order it should be easy to see if the customers DCI record is displayed.

70. Confirm the trace by viewing the DCI record and checking the current location of any benefit claims.

National Insurance Number/Child Reference Number traced

71. Confirm a trace by taking the following action:

Step	Action
1	select and view the matching records to confirm the trace;
2	check the customer's/child's: <ul style="list-style-type: none">• full name;• any former name;• current and/or previous addresses; and• benefit history to confirm the correct NINO/CRN has been traced.

No trace using dialogue DCI004 - General Trace

72. If there is no trace using dialogue DCI004, consider using alternatives to the original information, for example:

- use different spellings of names as in the:
 - [alternative/diminutive list of male names](#);
 - [alternative/diminutive list of female names](#)
- reverse the forenames;
- omit the second forename.

73. Consider also [Ethnic minority naming systems for common cases](#) and [Ethnic names and alternative spellings](#).

Note: There are no [wild cards](#) for dialogue DCI004.

Specialist Trace - Dialogue DCI005

General

74. Follow the [best practices](#) before/when using dialogue DCI005.

When to use dialogue DCI005

75. Dialogue DCI005 is only available to the Specialist Trace Officer at the Central Control Unit.

76. Use dialogue DCI005 for a Specialist Trace if:

- the customer's surname is known; and
- a [Fast Trace](#) using dialogue DCI003 is unsuccessful; and
- a [General Trace](#) using dialogue DCI004 is unsuccessful.

Note: Dialogue DCI005 is expensive in terms of processing.

77. To make a successful Specialist Trace, adequate information on the customer must be held to confirm a matching record.

How to use dialogue DCI005

Wild cards

78. If a [Fast Trace](#) or [General Trace](#) is unsuccessful, make use of the following wild cards to supplement information:

- ? unknown or doubtful character;
- > additional characters in field but cannot be used in date of birth field;
- + unclear if additional characters in field and if used in date of birth field, will search for records after the date input
- -if used in date of birth field, will search for records before the date input.

79. Make full use of the wild cards to create a very relaxed trace.

Surname

80. To use the dialogue effectively, the customer's surname must be known. For example:

Details input
[JOHNSTON+]

[THOM>]

[MCCL?RE]

System tries
[JOHNSTON]
[JOHNSTONE]
[THOMPSON]
[THOMSON]
[MCCLARE]
[MCCLURE]

First forename/initial

81. The forename(s)/initial(s) should be known but are not essential to use the dialogue.

82. Input up to 10 characters. Use the wild card to replace doubtful characters or derived and alternative names and spellings.

83. Use the wild card [+] as the last character in the field. The system will trace for names that match what has been input and any longer names, for example:

Details input
[ROB+]

[+]

System tries
[ROB]
[ROBIN]
[ROBBIE]
[ROBERT]
any forename, initial or record

without a forename

84. Use the [>] wild card as the last character in the field. Use this when you are sure that there are more characters, for example:

Details input

[JO>]

System tries

[JOY]

[JOAN]

[JOSEPHINE]

[JOANNE]

[JOYCE]

any forename

[>]

85. The [?] wild card can be used in the forenames/initials fields. In most cases the other wild cards will be more appropriate for the trace.

Second forename/initial

86. As for the [first forename/initial](#). Do not complete the Second Forename field if the first forename is not input.

Sex

87. Input one of the following options:

- [M]ALE;
- [F]EMALE; or
- [U]NKNOWN.

Note: This field must be completed. Under the Gender Recognition Act 2005, transsexual people who apply for and are granted a Gender Recognition Certificate will be recognised in law as being of the opposite gender to his or her birth gender.

Date of birth

88. The dialogue has a date of birth field but precise dates should not be used.

Note: If the customer's date of birth is known, a [Fast Trace](#) using dialogue DCI003 should be made.

89. If an approximate date of birth is known, use wild cards for a trace to be made around that date.

90. Use the [?] wild card to trace for records within a month, in a year, for example:

Details input

[??/10/53]

System tries

records with a date of birth between 1 and 31 October 1953

[??/??/53]

all records with a date of birth in 1953

91. Use the [+] wild card to trace for records with a date of birth later than a given year, for example:

Details input

[++/++/53]

System tries

all records with a date of birth from and including 01/01/53

92. Use the [-] wild card to trace for records with a date of birth before a given year, for example:

Details input

[-/-/53]

System tries

All records with a date of birth on or before 31/12/53

Town/county

93. Input the first four characters of the customer's town/county to reduce the number of possible matches, for example:

Details input

[BLAC]KPOOL

System tries

[BLAC]KHEATH

[BLAC]KBURN

94. Departmental Central Index (DCI) will only return records where the information input is held on the second, third or fourth lines of the address.

Note: This field will only work if the town/county input is included in the DCI address of the record being traced.

Possible National Insurance Number/Child Reference Number

95. This field enables a possible National Insurance Number (NINO)/Child Reference Number (CRN) to be input. The customer may have transposed two or more digits. This will reduce the number of matching DCI records returned, for example:

Details input

[AA123456D]

System tries

matching records where the NINO/CRN includes any two pairs of digits from the possible NINO/CRN input, for example:

[AA128856D]

[AA793456D]

Long searches

96. Using this dialogue will inevitably involve long searches. DCI will display the following warning each time it has searched through 100 records:

- W1160 Long search press F12 to continue.

97. Try to obtain more information before continuing with the search. If this is not possible, continue with the search.

Possible traces

98. When using the Specialist Trace dialogue, records will display which may or may not refer to the customer.

99. Some DCI records:

- will be easy to discount by checking current addresses and benefit claims/interest; or
- may need further examination to establish whether or not the record refers.

More than one National Insurance Number appears to refer to the customer

100. If it is discovered that two or more DCI records held under different NINOs appear to refer to the same customer:

Step	Action
1	Complete form DCI501 ;
2	Send the completed form to DCI Frontline Services .

101. DCI Frontline Services will investigate and advise the correct NINO to use for the customer.

102. All paperwork should be retained awaiting the outcome of the decision.

NIRS 2 maintained/not maintained cases

103. If a NINO is traced during a Specialist Trace, the verification level of the NINO and whether the account is National Insurance Recording System 2 (NIRS2) maintained should be checked on DCI. If DCI does not show a NINO verification level 1 or as being NIRS maintained, further action may need to be taken.

Action to be taken on each verification level and NIRS2 status

	Proof of identity needed	Evidence of Identity interview needed	MF 47 must be completed	CA5400 must be completed	Cert of age exemption noted on CA5400	CA5410 must be completed
Level 1 NIRS maintained	√					
Level 1 Not NIRS maintained	√	√		√		
Level 1 Not NIRS maintained Over state pension age Benefit application	√					
Level 1 Not NIRS maintained Over state pension age Employment application	√	√		√	√	√
Level 2 Qualified NINO	√					

Level 3 NIRS maintained Under state pension age	√	√	√			
Level 3 Not NIRS maintained	√	√		√		
Level 3 Not NIRS maintained Over state pension age Benefit application	√	√	√			
Level 3 Not NIRS maintained Over state pension age Employment application	√	√		√	√	√

Level 1 - NIRS maintained

104. If the NINO verification is:

- level 1; and
- NIRS2 maintained

no upgrade action is required.

Level 1 - not NIRS2 maintained

105. If the NINO verification is:

- level 1; and
- not NIRS2 maintained

the customer will be required to attend [an Evidence of Identity/Right to Work \(EOI/RTW\)](#) interview and form [CA5400](#) must be completed

Level 1 - not NIRS maintained, benefit case over state pension age

106. If the customer is:

- over state pension age; and
- the NINO is for benefit purposes

they will be required to attend an EOI interview and form [MF47](#) statement must be completed .

107. [Form CA5400](#) is not needed in this type of case as there is no requirement for the NINO to be NIRS2 maintained. This is because the customer is not liable to pay National Insurance Contributions (NICs).

Level 1 - not NIRS maintained, employment case over state pension age

108. If the customer is:

- over state pension age; and
- the NINO is required for employment purposes

they will be required to attend an EOI interview, and forms [CA5400](#) and [CA4150](#) must be completed.

109. The Interviewing Officer must take the following action:

Step	Action
1	annotate form CA5400 'Certificate of Age Exemption case' in red ink across the top of the front page;
2	ensure form CA4150 is completed and despatched to NI Registrations with all form CA5400 documentation.

110. This action is required because although the customer is not liable to pay NICs, there is still an employer's liability to pay NICs. The account will be registered on NIRS2 to allow the employer's details to be recorded on the customer's NINO account.

111. There is no requirement for a customer to apply for a NINO if they are:

- over state pension age; and
- self-employed.

Note: State pension age is currently 65 for a man and 60 for a woman.

Level 2 - Qualified National Insurance Number

112. If the NINO verification level is level 2 Qualified NINO, contact the office that allocated the NINO to determine why action has not been taken to upgrade that account.

113. If action is outstanding, arrangements should be made for this to be finalised.

114. Where no action is outstanding but the account cannot be upgraded, the appropriate office should be contacted to arrange for payment of benefit to be withdrawn.

Level 3 - NIRS2 maintained

115. If the NINO verification is:

- level 3; and
- NIRS2 maintained

action should be taken to upgrade the NINO to level 1. The customer will be required to attend [an EOI/RTW interview](#) and form [MF47](#) statement must be completed_.

116. Completion of form [CA5400](#) is not needed as the account is already held on NIRS2.

117. Form [DCI3](#) must be:

Step	Action
1	completed by the CCU Process Team officer;

2	countersigned by another CCU Process Team officer;
3	authorised by the Authorising Officer.

118. The EOI interview and form [MF47](#) statement must be completed before a NINO upgrade can be authorised and carried out using dialogue DCI007

119. Where the NINO is upgraded to level 1, form [DCI3](#), [MF47](#) statement and subsequent [report RDCI34108](#) should be retained:

- locally;
- securely; and
- Indefinitely.

Note: As the form [CA5400](#) may not have been retained, this is the only record that will be available for these cases.

Level 3 - not NIRS2 maintained

120. If the NINO verification level is:

- level 3; and
- not NIRS2 maintained

the customer will be required to attend an EOI interview and form [CA5400](#) must be completed. To control the upgrade, form [DCI3](#) must be:

Step	Action
1	completed by the CCU Process Team officer;
2	countersigned by another CCU Process Team officer;
3	authorised by the Authorising Officer.

Level 3 - not NIRS maintained, benefit case over state pension age

121. Where the customer is:

- over state pension age; and
- the NINO is required for benefit purposes

the customer will need to attend [an EOI/RTW interview](#). In these cases form [CA5400](#) is not required as there is no need for the NINO to be NIRS2 maintained, as the customer is not liable to pay NICs.

122. Form [MF47](#) statement must still be completed and retained in the office with form [DCI3](#). The NINO can then be upgraded to level 1 using dialogue DCI007.

Level 3 - not NIRS maintained, employment case over state pension age-

123. Where the customer is:

- over state pension age; and
- the NINO is required for employment purposes

the customer will need to attend an [EOI/RTW interview](#). Form [CA5400](#) and form [CA4150](#) must be completed.

124. The Interviewing Officer must take the following action:

Step	Action
1	annotate form CA5400 'Certificate of Age Exemption case' in red ink across the top of the front page;

2	ensure form CA4150 is completed.
---	--

125. This action is required because although the customer is not liable to pay NICs, there is still an employer's liability to pay NICs. The account will be registered on NIRS2 to allow the employer's details to be recorded on the customer's NINO account.

126. There is no requirement for a customer to apply for a NINO if they are:

- over state pension age; and
- self-employed.

Note: State pension age is currently 65 for a man and 60 for a woman.

Best practices

127. Use the following best practices before/when using dialogue DCI005:

- attempt a further trace in dialogue [DCI003](#) and [DCI004](#). It may be that the person who tried previously made a mistake when inputting information;
- use specific details initially as this will narrow down the trace. If this fails, broaden the search by using the [wildcard](#) facilities in dialogue DCI005;
- use [wildcards](#) effectively;
- consider as many different configurations of the personal details as you can. Consider how [wildcards](#) can assist with these configurations;
- swap forenames around;
- only leave the [Second Forename](#) field blank if you wish to search for records with only a first forename;
- try previous surnames if the trace is unsuccessful, for example a maiden name when tracing for a married woman;
- take care to avoid confusing a forename for a [surname/family name](#), or a title for a name;
- change the gender - it may be recorded incorrectly on DCI. Alternatively, input [U] in the Sex field;
- if tracing for a child is unsuccessful, obtain a copy of the Child Benefit (CHB) account. If a Child Reference Number (CRN) has been allocated, record it on the CHB record;
- during a [Long Search](#), check every screen even if some are blank. Do not be tempted to give up or return to the Enter Details screen too soon;
- do not be deterred if the address held on DCI is not the one quoted by the customer. DCI may hold out of date information. Check the address again with the customer. Ask the customer for their previous three or four addresses but do not divulge the address we hold; and
- always assume that a NINO exists for the customer until all attempts to trace it have been exhausted without success.

Pre interview corroborative checks

Customer is seeking employment

128. A person seeking employment may apply for a National Insurance Number (NINO), [if they can show they have a right to work in the UK and](#) are looking for work, for example they are:

- registered with a Jobcentre;
- registered with an agency;
- checking local papers for employment; or
- able to produce acknowledgement letters for job applications

129. Ask the customer to provide details of this.

Customer already working or due to start work

If the customer is already working or due to start work, [check that they have a right to work in the UK and](#) enter all information regarding the employer on Part A item 2 of form [DCI1\(E\)](#).

Employer checks

130. Any information provided on form DCI1(E) should be corroborated, for example by checking the existence of any:

- employment agencies;
- employers; and
- evidence of self-employment.

131. Any queries can then be noted for discussion between the Interviewing Officer and the customer.

132. This activity should be conducted at the [interviewing site](#) wherever possible, using local knowledge.

133. If the check cannot be cleared locally, refer the case to the CCU to enable appropriate [corroborative tools](#) to be used.

Check performed at the interviewing site

134. Where it is decided to perform the pre interview check at the interviewing site, it is essential to:

Step	Action
1	check whether the employer exists using: <ul style="list-style-type: none">• local knowledge; and• telephone directories
2	complete the relevant section of form DCI1(E) following conclusion of the pre interview employment check;
3	ensure forms DCI1(E) , and any additional information is retained by the interviewing site pending the Evidence of Identity interview
4	if the pre interview check cannot be satisfied contact the CCU to utilise appropriate corroborative tools.

135. Withheld

136. Despite any doubt cast as to the existence/reputability of the employer, the customer will still be required to attend the Evidence of Identity interview.

137. The information will dictate the level of risk posed by the application, which will help determine the approach to take at the interview.

Note: The NINO Customer Adviser will decide the appropriate length of interview and type of questions to be asked.

138. Further enquiries may be required after the interview has taken place.

139. Following completion of the pre interview check, the Specialist Trace Officer must:

Step	Action
1	complete the relevant section of form DC11(E) ;
2	refer forms DC11(E) and any additional information to the interviewing site.

140. The interviewing site will retain the documents pending the Evidence of Identity interview.

The Internet

Useful Websites for corroboration of information

<http://www.eyp.co.uk/>

Yellow Pages - contains search facility for what, who and where. Includes details of employers' addresses and contact details
Thomson directory - similar to

<http://www.thomweb.co.uk/>

<http://www.eyp.co.uk/>

<http://www.multimap.com/>

Identifies the position on a map from entering the postcode. The map identifies the street name and surrounding area.

Useful for confirmation of customer/employer's address/location

<http://www.nationalrail.co.uk/>

lists listings of train timetables and routes.
Useful for verification of customer's journey within the country

<http://www.insolvency.gov.uk/>

lists companies in liquidation, receivership or administration. Could be used to ensure details of these companies are not being incorrectly used

<http://www.companies-house.gov.uk/>

lists all limited companies and their details, although only the details of the Registered Office which is usually different from their operational business outlets

<http://www.traveldocs.com/>

an American site designed to sell visas, etc

<http://www.companiesonline.com/>

www.britishairways.com

<http://www.virgin.com/>

<http://www.nationalgeographic.com/>

<http://www.theaa.co.uk/>

to American citizens. However it does contain very useful information about most countries in the world very similar to the Companies House site but for American companies allows journeys between destinations to be validated allows all Virgin train journeys and flights to be validated allows details of specific countries to be validated, including the national flag, a map of the country, its main towns, surrounding countries and more general information allows details of hotels and bed and breakfast establishments to be validated

Note: This list is not exhaustive.

141. The fact that details can be validated on the Internet is not sufficient to prove identity in isolation, only to help confirm part of the customer's life history.

142. The search facility available within Internet software will allow a search for any named employer etc, although these should always be treated with caution as a web site can be created quickly and easily.

143. Withheld

144. Withheld

145. Withheld

146. Withheld

147. Withheld

148. Withheld

149. Withheld

150. Withheld

151. Withheld

152. Withheld

153. Withheld
154. Withheld
155. Withheld
156. Withheld
157. Withheld
158. Withheld

Ethnic minority naming systems for common cases

159. The following list of nationalities'/religions' naming systems is not exhaustive, but are the cases you are most likely to come across:

- [Chinese](#);
- [Eritrean and Ethiopian](#);
- [Filipino](#);
- [Ghanaian](#);
- [Greek and Greek Cypriot](#);
- [Hindu](#);
- [Gujerati Hindu](#);
- [Iranian](#);
- [Muslim](#);
- [Nigerian](#);
- [Polish](#);
- [Portuguese](#);
- [Sikh](#);
- [Spanish](#);
- [Turkish](#);
- [Turkish Cypriot](#);
- [Vietnamese](#).

Chinese

Sequence of names

160. Traditionally, the sequence of names for people of Chinese origin is surname, followed by personal name.

161. The personal name may be made up of one or two characters, each of which would appear as a separate word in English.

162. Women may change their name following marriage, but this is not universal. They may:

- keep their surname;
- adopt their husband's surname; or

- use their joint surname, along with their husband.

163. For example:

Wife's name

Lou Shook Ching

Married name

Lou Shook Ching or
Kwong Shook Ching or
Kwong Lou Shook Ching

Husband's name

Kwong Kim Meng

Married name

Kwong Kim Meng or
Kwong Lou Kim Meng

Children from the marriage

164. Children from the marriage may take their:

- father's name; or
- parents' combined name.

165. If a couple had a son, Kwok Yuen, he would be known as either:

- Kwong Kwok Yuen; or
- Kwong Lou Kwok Yuen.

166. If a couple had a daughter, Sow Leng, she would be known as either:

- Kwong Sow Leng; or
- Kwong Lou Sow Leng.

Adoption to the United Kingdom system

167. Some Chinese in the United Kingdom (UK) have adapted their names to the UK system and put their surnames last, for example, Kim Meng Kwong. Similarly wives may refer to themselves by their maiden name.

Examples of possible name combinations and variations

168. The following are examples of possible combinations and variations of surnames.

Females

Ali Ling
See La
Soh Choo
Han Tze Jung
Teck Lee

Surnames

Tan
Goh
Wong
Lee Choo
Seng

Eritrean and Ethiopian

Sequence of names

169. Eritreans and Ethiopians, whether Muslim or Christian, generally follow similar systems of naming.

170. Names usually have two parts:

- personal name; followed by
- their father's, or grandfather's personal name, used as a surname.

Adoption to the United Kingdom system

171. Following UK procedure, some Eritreans and Ethiopians have adopted a surname that does not change with each generation.

172. Women do not usually change their name on marriage, although some Europeanised women have adopted this custom.

Examples of possible name combinations and variations

173. The following are examples of possible combinations and variations of names:

Female

Mariam

Marta

Zowditu

Almaz

Bereket

Male

Yohannes

Lucas

Testfai

Woldermariam

Filipino

Sequence of names

174. Filipinos usually take their:

- father's surname as their surname; and
- mother's surname as their middle name.

175. When Filipino women marry, they give up their middle name, which is their mother's name. Their surname becomes their middle name, and they take their husband's surname as their own surname.

176. For example:

Wife's previous name

Juana Soriano Tecson

Husband's name

Pedro Navarro Chavez

Wife's married name

Juana Tecson Chavez

Children from the marriage

177. The children from this marriage take the surname Tecson Chavez.

Greek and Greek Cypriot

Sequence of names

178. In the traditional Greek system of naming, a person's name is made up of:

- a personal name;
- a middle name, which is optional; and
- their father's, or grandfather's name, used as a surname.

179. Some examples of this are:

Personal name

Stelios

Helen

Middle name

Theodoros

Iacovos

Surname

Kleanthous

Iacovidou

180. In the first example, Theodoros is Stelios' father's personal name. This would usually be abbreviated to Th. Kleanthous is his father's surname, that is

his grandfather's personal name. He might also call himself Stelios Theodorou, using a different version of his father's name.

181. In the second example, Iacovos, usually abbreviated to I, is Helen's father's personal name. Iacovidou is her grandfather's personal name. She could also call herself Helen Iacovovou, based on her father's personal name.

182. Helen's brother is called Andreas I Iacovides. The ending of the surname is not the same because some names have different endings according to the person's sex.

183. Following marriage, only the wife changes her name. She takes:

- her husband's personal name as her middle name; and
- his father's personal name as her surname; or exceptionally
- his grandfather's personal name as her surname.

184. If Helen were to marry Stelios, she could call herself:

- Helen S Theodorou;
- Helen Theodorou; or exceptionally
- Helen S Kleanthous.

185. If she chose the third option, Helen would have a different surname from her husband.

Children from the marriage

186. If Helen and Stelios had a son John, he would have a different surname from his father. He would be called either:

- John Stelios, using his father's personal name as his surname; or
- John S Theodorou.

Hindu

Sequence of names

187. Hindu names usually have three parts, like the UK system. Some examples of this are:

Personal name	Middle name	Surname
Lalita	Devi	Sharma
Raj	Kumar	Vasai

188. The first or personal name is used on its own by family and friends, in much the same way as the British first, or Christian name.

189. The ending ji may be added to the personal name to show respect, as in Lalitaji. The form of the name is used alone, in informal conversation.

190. The first and middle names are used together as a sign of formality or respect, for example Lalitadevi or Rajkumar. This is the form of address used in normal everyday conversation, with people other than close friends or family.

191. Middle names are never used on their own, or as surnames. They should be regarded as a second given name. There are only a few Hindu middle names. For example:

Men's middle names	Women's middle names
Bhai	Behn
Dev	Devi

Lal

Lakshmi

192. Of these, Dev, Lal and Lakshmi are sometimes used as first names.

193. Kumar can occasionally be used as a family name. The wife and children use the same surname as the head of the family. It is usually the family name but also may be a subcaste name that indicates the family's traditional status and occupation.

194. An example of this type of surname is Patel. There are variations, however, as the characteristics of Hindu names and titles also depend upon the language a person speaks and where they live.

195. All members of one division of a caste in a particular area share the same surname. Because of this, there are fewer Hindu surnames than there are English ones.

Common problems

196. There are some common problems with Hindu names. For example, a few people have dropped the family name to indicate a rejection of the caste system. They will use their middle name as a surname.

197. When this happens, each member of the family has a different surname, for example Mrs Devi may be the wife of Mr Lal. Occasionally, the middle name may have been wrongly given as a surname. This is because many Indians are not accustomed to giving their surnames in official situations. If you think this may have happened, ask the customer for their family name.

198. Always address a Hindu family formally by title and full name, for example Mrs Lalitadevi Sharma. When addressing a Hindu informally, use the first name for example, Lalita.

Examples of possible name combinations and variations

199. The following are examples of possible combinations and variations of names:

Middle names

Female

Behn
Devi Gowri
Kumari
Lakshmi
Rani

Male

Bhai
Chand
Das
Dev
Kant

Kumar
Chand Lal
Nath
Pal

Personal names

Female

Ansuya
Bimla
Kamla
Leela
Pushpa
Rama
Rupa
Vanita

Male

Anand
Anil
Ganesh
Nirmala
Krishna
Naresh
Ram
Vijay

Virendra
Bhasker
Magan
Kishore

Surnames

Chopra

Gupta

Patel

Gujerati Hindu

Sequence of names

200. Gujerati Hindu names consist of:

- a personal name;
- the father's first name; and
- a surname.

201. When women marry, they add their husband's first name and surname to their personal name.

202. In familiar use, the suffix bai, meaning brother, may be added to men's personal names used alone, and bai or ben to women's names. These suffixes may be included in the name on the passport.

Iranian

Sequence of names

203. All Iranians, irrespective of their religion, use the same naming system.

They have:

- one or more personal names; and
- a surname.

204. Iranian women do not change their surname on marriage. Children take their father's family name. Although most parts Iranian names are Muslim in origin, some are found only in Iran.

205. For example:

Non-Muslim men's personal names

Abbas

Dariush

Koorush

Surnames

Jafarzaden

Sadegei

Fazli

Women's names

Giti

Simin

Nooshin

Muslim

Sequence of names

206. Islam is the religion of people from very many countries and different cultures. Because of this, there are names and name patterns which, although basically Muslim, also reflect other local, sometimes pre Islamic cultures.

207. Virtually all Pakistanis and most Bangladeshis are Muslims. There is a substantial Muslim minority in India. Many Muslim East African Asians emigrated from Western India.

208. The range of nationalities and cultures that have adopted Islam is such that the summary given here can only provide general guidance. If there is any doubt, always ask the customer what they:

- use as their personal name;
- use as their surname in the United Kingdom (UK); and
- want to be called.

209. Muslim names are the most difficult to fit into the British recording systems, particularly as their order is not fixed or significant.

210. Muslims from some countries may add certain titles, showing respect to their names. These include Bibi and Begum for women. Men who are especially devout may have extra religious titles added.

211. One of the most important differences to the UK system is that the last name is not a shared family surname. In most Muslim families each member has a totally different name. An example of this is:

Husband

Mohammed Hafiz

Sons

Mohammed Sharif

Liaquat Ali

Wife

Jameela Khatoon

Daughter

Fatima Jan

212. The difference in surnames can cause difficulties, but there is no easy solution. Since most claims will be recorded under the husband's name, it will usually be necessary to ask for the husband's name, irrespective of who comes into the office.

213. Do not assume, for example, that Liaquat Ali's father is Mr Ali. Male Muslim names usually consist of a personal name and a religious name. The personal name may come first. For example:

Personal name

Gulam

Yusef

Surname

Mohamed

Ali

214. The personal name may also come second, for example:

Surname

Mohammed

Allah

Personal name

Hafiz

Dittah

Religious names

215. The religious name is considered to be the most important. Allah, Ullah and Mohammed are always religious names. Ahmed, Ali and Hussein can also be religious names. These should never be used on their own.

Male names

216. Avoid referring to men as, for example, Mr Mohammed or Mr Ali. If doing so informally, use the full name, for example Yusef Ali.

Polish

Sequence of names

224. The Polish system is basically the same as that used in Britain. However, women may have a different ending to the family name, compared with their male relatives. Some people permanently settled in the United Kingdom have dropped this usage. For example:

Father's or husband's name

Piotr Malinowski

Wife's or daughter's name

Krystyna Malinowska

Examples of possible name combinations and variations

225. The following are examples of possible combinations and variations of names:

Personal female names

Danuta

Halina

Jadwiga

Tadeusz

Piotr

Surnames

Czachraowski

Astachonowicz

Wojtkow

Michatowski

Personal male names

Wladistaw

Karol

Wanda Zdigniew

Portuguese

Sequence of names

226. All Portuguese people have two surnames. The:

- first is their mother's surname; and
- second is their father's surname.

They may use both, or only their father's surname

227. A Portuguese woman can take her husband's surname on marriage by permission of the registrar. Traditionally, women did not do so and many older women from rural areas still do not.

228. The custom is changing however, and many women now adopt their husband's surname(s), adding it, or them, to their own.

Examples of possible name combinations and variations

229. The following are examples of possible combinations and variations of names:

Personal female names

Maria de Conceicao

Maria de Fatima

Sofia

Personal male names

Joao

Carlos

Manoel

Teresa
Isabel
Surnames
Ferieira
Carvalho
Rodrigues

Alfonso

Ramalho
Almeida
Pereira de Souza

Sikh

Sequence of names

230. The Sikh religion originated in the Punjab. There are now Sikhs living in many parts of India and in many other countries.

231. The basic naming pattern is that there are three parts, like the British system. For example:

Female

Baljit Kaur Gill

Male

Ravinder Singh Sahota

232. Family and friends use the first, or personal name, in much the same way as a United Kingdom (UK) Christian name. Usually it is used together with the middle, religious name. The ending ji may be added to the personal name. This will then be used alone, in an informal context, to denote respect. Most Sikh names do not indicate sex and so can be either male or female.

Children

233. When a child is named, the Sikh holy book is opened at random. The first letter of the first word on the page opened is the letter with which the child's name must start.

Religious names

234. The middle name Singh for men and Kaur for women, are religious names, indicating that the person is a Sikh. Boys and men have the name Singh meaning Lion, while girls and women have Kaur meaning Princess.

235. You should address a Sikh man by his personal name, followed by Singh and a woman by her personal name, followed by Kaur. For example:

Davinder Singh

Davinder Kaur

236. On marriage, a woman takes her husband's surname only if he uses it, otherwise she will call herself Kaur. There are also some cases in the UK of married Sikh women calling themselves Singh.

237. There are some parts problems with Sikh names. For example, it is not unknown for Mrs Kaur to be married to Mr Singh.

238. Some Sikh families have reverted to using a family name. Their original records may be held under the name Singh or Kaur.

239. Always address a Sikh formally by using their title, then their first and middle names, for example Mrs Baljit Kaur. When addressing a Sikh informally, use the first name, for example Baljit.

240. Never use the form Mrs Gill, as this may be offensive to devout Sikhs who regard Kaur as the most important part of their name. Also, Mrs Kaur is likely to

cause great confusion in the reception area, as there may well be more than one person of that name waiting.

Family name

241. The family name, or surname, is a subcaste name which indicates:

- position;
- occupation; and
- place of origin.

242. The family name has its origin in Hindu caste grouping. The Sikh religion is anticaste, so Sikhs traditionally do not use the family name. Occasionally, the whole family will adopt Singh as the family surname.

Examples of possible name combinations and variations

243. The following are examples of possible combinations and variations of names:

Personal names

Ajit
Baldir
Gurdip
Inderjit
Ravinder
Joginder
Ghana

Surnames

Gill
Paneaser
Amarjit
Davinder
Kuldip

Spanish

Sequence of names

244. All Spanish people have two surnames. In order of use these are their:

- father's surname; and
- mother's surname.

245. Before they marry, Spanish men and women may use both their surnames, or only the first name. This may cause confusion, because in the United Kingdom (UK) a person's last name is taken to be their surname.

246. Official records in the UK may use both surnames, or either, despite what the person themselves uses. After they marry, Spanish women sometimes drop their second surname. In its place they take their husband's first surname. They may use both names, or only the second.

247. Spanish married women in the UK sometimes use only their husband's surname, omitting the de, for example Maria Arroyo de Gonzales becomes simply Maria Gonzales. More examples are:

Personal name

Maria
Miguel

Father's name

Arroyo
Gonzales

Mother's name

Garcia
Morales

248. If Miguel and Maria marry, Miguel would keep his name, but Maria would stop using her mother's name and add her husband's first surname in the form

de Gonzales Arroyo. Their son, Manuel, would be called Manuel Gonzales Arroyo.

Examples of possible name combinations and variations

249. The following are examples of possible combinations and variations of names:

Personal female names

Maria del Carmen
Maria del Pilar
Maria de las Mercedes
Maria de los Dolores
Maria Jesus
Josefa Jimena

Personal male names

Jesus Maria
Miguel Angel
Jose Juan
Pedro Francisco
Javiar Carlos
Andres

Surnames

Perez
Rodriguez
Garcia Soto
Maldonado

Turkish

250. Since 1923 Turks have had surnames. Before then they had a personal name and a pet name. Now, the Turkish naming system is the same as the British system; that is a personal name and a surname.

Examples of possible name combinations and variations

251. The following are examples of possible combinations and variations of names:

Personal female names

Necla
Aley
Meltem
Hayal
Banu

Personal male names

Bore
Erkan
Ergin
Serkan

Surnames

Aydin
Basoglu
Giinseven
Kuzuou
Uzunlar

Turkish Cypriot

252. Turkish Cypriots usually have just two names, a:

- personal name by which they are addressed; and
- second name or surname.

This second name is not usually a surname in the United Kingdom sense.

253. Children customarily adopt their father's personal name as their surname, and wives adopt their husband's personal name.

254. Therefore, most men living in this country do not have the same surname as their wives and children.

Vietnamese

Sequence of names

255. Vietnamese of non-Chinese origin have three names. Traditionally, the basic pattern is:

- surname; followed by
- middle name; followed by
- personal name.

256. An example of this is:

Surname	Middle name	Personal name
Nguyen	Ngoc	Minh

257. Some Vietnamese in the United Kingdom (UK) have adopted the UK system and put their surname last. Most people who have done this put their personal name first, then their middle name and then their surname.

258. There are variations on this, so remember to ask the customer which name is which.

259. When a woman marries, she traditionally keeps her own name. Any children will be known by their father's surname. For example:

Wife's name	Husband's name	Children's names
Loc Sin Kiu	Chang Soi Nam	Chang Senh Phong Chang Heng Phong

Examples of possible name combinations and variations

260. The following are examples of possible combinations and variations of names:

Female personal names	Unisex personal names	
Tuyet	Minh	
Hoa	Trung	
Hue		
Middle female names	Middle male names	Middle unisex names
Thi	Van	Ngoc Kim
Surnames		
Tran		
Le		
Lam Tang		

Ghanaian

Sequence of names

261. Ghanaians, irrespective of religion, will typically have:

- their own personal name;
- a middle name, which is
 - tribal;
 - customary; or
 - religious; and
- a surname, which is a family name.

262. They may have, whether as their sole personal name or as a middle name, a name that will depend on the day of the week they were born.

263. Women adopt their husband's surname if they were married by church or civil ceremony. They generally, although not always, adopt their husband's surname if they are married by customary law.

264. Children generally take their father's surname, but they may also, as in the United Kingdom, add their mother's surname if the parents so decide.

Examples of possible name combinations and variations

265. The following are examples of possible combinations and variations of names:

Personal female names	Personal male names	Surnames
Adjuah	Lante	Allotey
Korkor	Niiaddy	Appiah
Dede	Kofi	Nartey

Nigerian

266. Nigerian names operate in a similar way to the [Ghanian](#) system of naming, although the names of Muslims from northern Nigeria may vary slightly in form.

Examples of possible name combinations and variations

267. The following are examples of possible combinations and variations of names:

Personal female names	Personal male names	Personal unisex names
Yetunde - Yoruba tribe	Babatunde - Yoruba tribe	Damilola - Yoruba tribe
Ngozi - Igbo tribe	Chukwuma - Igbo tribe	Chinyere - Hausa tribe
Amina - Hausa tribe	Ibrahim - Hausa tribe	Musa - Hausa tribe
Surnames		
Adebiyi - Yoruba tribe		
Okoro - Igbo tribe		
Yusuf - Hausa tribe		

Alternative/diminutive male names

268. Click on the links for alternative and diminutives of male names.

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A

Forename	Alternatives/diminutives
Aaron	Aaran, Aaren, Aarron, Aeron, Aron, Arran, Arron
Adalbert	Ethelbert
Adam	Ad, Ade
Adolph	See Adolphus
Adolphus	Adolph, Adolp, Dolph, Dolly
Adrian	Adria, Adrienne, Hadrian
Aidan	Aden
Alan	Allan, Allen, Allin, Allon, Allun, Allyn, Alun, Hilary
Alastair	Alasdair, Alaster, Alistair, Alisteir, Alister, Alexander
Albert	Al, Alberto, Bert, Bertie, Elbert
Alexander	Al, Alec, Aleck, Alecsandar, Aleksander, Alex, Alick, Ellick, Lex, Sanders, Sandy, Saunders, Sawny
Alfonso	Alonzo, Alphonso
Alfred	Al, Alf, Alfie
Algernon	Algy
Aloysius	Alois, Aloisio, Aloys, Louis, Luigi
Alwyn	Alwin, Alwyne
Andrew	Andre, Andy, Dandy, Drew
Anthony	Antonio, Anthony, Nanty, Toney, Tony
Archibald	Archibold, Archie
Arthur	Ace, Art, Artie
Auberon	Aubrey, Oberon
Augustine	Augustin, Austin
Augustus	Gus
Austin	Austen, Austyn, Osten, Ostin

B

Forename	Alternatives/diminutives
Barnabus	Barnaby
Barry	Barrie, Bary
Bartholomew	Bart, Bartlemy, Bartlet, Bartley, Bat
Benedict	Bennet
Benjamin	Ben, Benjie, Benjy, Benny
Bernard	Barnard, Barnett, Barney, Barny
Bertram	Barthram, Bartram, Bert, Bertie, Bertrand
Brendan	Brand, Brandon, Brendon
Brian	Brien, Bryan

C

Forename	Alternatives/diminutives
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Caleb	Cale
Callum	Calum
Carl	Carlo, Charles, Karl
Casper	Caspar, Jasper
Cesar	Cesare
Charles	Carl, Carlo, Charley, Charlie, Chaz, Karel, Karl, Karol, Siari
Christian	Christie
Christopher	Chris, Christie, Christipher, Christophr, Christy, Kester, Kit, Kristofer
Clarence	Clarrie, Clarry
Claud	Claude, Claudie, Claudius
Clemence	Clem, Clement, Clemmie, Mence, Menzies
Clifford	Clif, Cliff
Clifton	Clint
Connal	Conal, Connel
Cornelius	Cora, Corney, Cornie, Corrie, Corny
Courtenay	Courtney
Crispin	Crispian, Crispus
Cyrus	Cy

D

Forename

Alternatives/diminutives

Damian	Dameon, Damien, Damion
Damon	Daemon, Daimen, Daimon, Daman, Damen
Daniel	Dan, Dannie, Danny
Darby	Dermot, Diarmaid, Dairmid
Darcy	Darkey
Darrell	Darel, Darrel, Daryl
Darren	Daran, Daren, Daria, Darien, Daron, Darran, Darrian, Darron, Darun, Daryn, Darryn
David	Dafod, Dafydd, Dai, Dave, Davy, Dawfydd, Gruffydd, Taffy, Taflin
Dennis	Den, Denis, Densil, Denys, Denzil
Derek	Dereck, Derick, Derrick, Diedrick, Dietrich, Rick, Theoderic
Dermot	Dermod, Kermit
Dominic	Dom, Dominick, Dominique, Nick
Donald	Domhnal, Don, Donnie
Dougal	Dhugal, Dowal, Dug, Dugald
Douglas	Doug, Douggie, Duggie
Duke	Marmaduke
Duncan	Dunc, Dunk

E

Forename

Alternatives/diminutives

Eamon	See Ian
Edmund	Ed, Eddie, Eddy, Ned

Edward	Ed, Eddie, Eddy, Iola, Iorwerth, Ted, Teddie, Teddy, Ned, Neddie, Neddy, Yorat
Edwin	Ed, Eddie, Eddy
Egbert	Bert
Elbert	Albert
Elfonzo	Alphonso
Elliott	Elliot, Ello
Elmer	Aylmer, Ethelmer
Emery	Emmery, Emory
Emmanuel	Emanuel, Immanuel
Emrys	Ambrose
Enock	Enoch
Eric	Erick, Erik, Rex, Ricky
Ernes	Arnust, Ern, Ernie, Ernest, Ernst
Ethelbert	Bert
Eugene	Eugen, Gene
Evan	Euan, Ewan, Ewen, Jevan, Jeven, John

F

Forename

Alternatives/diminutives

Fergus	Fergie
Francis	Fran, France, Franco, Frank, Frankie, Franklyn
Frederick	Eric, Fred, Freddie, Frederic, Fritz

G

Forename

Alternatives/diminutives

Gabriel	Gabbie, Gabby, Gabe, Gibbie
Gareth	Garfield, Garnet, Garret, Garrett, Garth, Gary
Gavin	Gaven, Gawain, Gawaine, Gawen, Goronwy, Gwalchmai
Geoffrey	Geoff, Godfrey, Jeff, Jeffery, Jeffrey, Jeffry
George	Geordie, Georgie
Gerald	Garrard, Garrat, Garrett, Ger, Gerhard, Gerrard, Gerrie, Gerry
Gervaise	Gerry, Gervais, Gervas, Gervase, Jarvis, Jervis, Jervoise, Jerry
Gilbert	Bert, Gil, Gillie, Gip, Giselbert, Gisibert, Gislebert, Gyp
Goddard	Gotthard
Godfrey	Geoffrey, Gottfried
Graham	Graeme, Grahame, Grahm
Gregory	Greg, Gregor, Gregour
Griffith	Gruffydd
Gustave	Gussy, Gustavus
Guy	Guida, Guido
Gwyneth	Gwenwyn, Gwyn

H

Forename	Alternatives/diminutives
Harold	Harrold, Harry, Henry
Harry	Hal, Harrold, Henri, Henry
Henry	Enrique, Hal, Hank, Harrold, Harry, Heinrich, Hen
Herbert	Bert, Bertie, Herb, Herbie, Herby
Herman	Armand, Hermann, Hermon
Hilary	Alan, Hilaria
Horace	Horatio, Horrie, Horry, Orris, Orriss
Horatio	Harry, Horace, Horrie, Horry
Howard	Harward, Haward, Howie, Huard, Hubert, Hugh,
Howell	Hoel
Humphrey	Hump, Humpfrey, Humphs, Humphry, Humps

I

Forename	Alternatives/diminutives
Ian	Eamon, Elon, Iain, John
Immanuel	Emmanuel, Manny
Isaac	Izaak, Izack, Ike, Ikey, Zack, Zak
Ivor	Ifor

J

Forename	Alternatives/diminutives
Jacob	Jago, Jake, Jakie
James	Hamis, Hamish, Iago, Jacob, Jacques, Jake, Jamie, Jeames, Jem, Jemmie, Jemmy, Jim, Jimmy, Seamus, Seimus, Seumis, Shamus
Jason	Jayson
Jasper	Caspar, Casper
Jeffrey	Geoff, Geoffrey, Godfrey, Jeff, Jeffery, Jeffry
John	Euan, Evan, Ewan, Ewen, Hans, Ivan, Jack, Jackie, Jacky, Jan, Jock, Johnie, Johnny, Jon, Juan, Sean, Shan, Shane, Shaun, Shawn, Sion, Vanya
Jonah	Jonas
Josceline	Josselyn, Justin
Joseph	Guiseppe, Joe, Joey, Jos, Jose, Josh
Joshua	Josh
Josiah	Josias
Judah	Jude, Jusas
Julian	Guilio, Iolo, Jolyon, Jule, Julien, Julio, Julius
Justin	Justus

K

Forename	Alternatives/diminutives
Kenneth	Kean, Ken, Kenny, Kevan, Kevin
Keiran	Keiren, Kiaran, Kieren, Kyran, Kieron

Kirstin Chris, Christian, Kirsty, Kirtine, Kit

L

Forename

Alternatives/diminutives

Lancelot	Ancalot, Lance, Lancelot, Launcelot
Lawrence	Lanty, Larkin, Larrie, Laurance, Laurence, Laurie, Lawrie, Lorenzo, Ludovic
Lee	Leigh
Lemuel	Lem, Lemmie, Lemmy
Leo	Leon, Lionel, Lyon
Leonard	Len, Lennie, Lenny
Leslie	Les, Lesley
Lewis	Lew, Llewellyn, Lodowick, Lou, Louis, Ludovick
Liam	See William
Lionel	Leo, Leon, Leonard, Li, Lin, Llewellyn, Lyonel
Lloyd	Floyd, Lear, Llwyd, Llyr
Lorenzo	Laurence, Lawrence, Renzo
Louis	Aloysius, Lewis, Louie
Lowther	Lothario
Lucian	Lucan, Lucien, Lucius
Lodovic	Lewis, Ludo, Ludovick, Ludowick, Ludwig
Luke	Lu, Lucas
Lyndon	Linden, Lindon, Lyn, Lynden, Lynn

M

Forename

Alternatives/diminutives

Manuel	Emanuel, Emmanuel, Immanuel, Manny
Manus	Magnus
Marcus	Marcellus, Marcius, Mark
Mark	Marc, Marcius, Marco, Marcus, Marko
Marmaduke	Duke
Martin	Marty
Marvin	Marv, Mervin, Mervyn
Matthew	Mat, Mathew, Matt, Matthias, Matty
Maurice	Meurig, Meuriz, Mo, Morice, Moris, Morrice, Morris, Morriss, Mosha, Moss
Max	Maxim, Maximilian, Maximillian, Maxwell
Melvin	Malvin, Mel, Melvyn
Mervyn	Merv, Mervin
Michael	Micah, Michal, Mick, Mickie, Mike, Mishka
Miles	Michael, Myles
Morgan	Monty, Morvren, Morvryn, Muirgen, Morgwyn
Mortimer	Mort, Mortemer, Mortie, Morty, Morvryn, Muirgen, Murdoch, Murdock, Murtagh
Moses	Mesu, Mo, Mose, Moysh

N

Forename	Alternatives/diminutives
Nathaniel	Nat, Natha, Nathanael, Natty
Neil	Neal, Neill, Nial, Niale, Niall, Niel, Nigel
Neville	Nevil, Nevile, Nevill
Nicholas	Klaus, Nick, Nicky, Nicodemus, Nicol, Nicolas, Nigel
Nigel	Neil, Nigal, Nigiell, Nigil
Noel	Nowell
Norris	Norice, Noris, Norreys, Norriss

O

Forename	Alternatives/diminutives
Oberon	Auberon, Aubrey
Octavius	Octavus, Tary, Tave
Olaf	Aulay, Olave
Oliver	Noll, Ollie
Orlando	Roland, Rolando, Roldan
Osmond	Esmond, Osmund
Oswald	Odo, Otho
Otto	Ossie
Owan	Owain

P

Forename	Alternatives/diminutives
Patrick	Paddy, Padgraig, Padriac, Pat, Patie, Patrice, Patricius, Patsy, Patty
Paul	Paulet, Paulus, Pawley, Peevlin, Pollock, Polson
Percy	Pearcy, Perce, Percival, Piercey, Pursey
Peregrine	Perry
Peter	Pedro, Pete, Pierce, Pierre
Philip	Phil, Phillip, Phip, Pip

Q

Forename	Alternatives/diminutives
Quintin	Quentin

R

Forename	Alternatives/diminutives
Ralph	Radulph, Rafe, Ralf, Raoul, Raul
Randolph	Randolphus, Randal, Randle, Rando, Randolph, Randy
Raymond	Ramon, Ramond, Raimond, Ray
Rees	Rhys, Rice
Reginald	Raonmill, Reg, Reggie, Rex, Reynold
Reuben	Ben, Rube
Reynold	Raynold, Renaud, Rinaldo

Richard	Dick, Dickie, Dicky, Hick, Hitch, Rich, Rick, Ricky, Ritchie
Robert	Bob, Bobbie, Bobby, Rab, Rabbie, Red, Rob, Robbie, Robin, Roger
Roderick	Roddy, Roderic, Rodney, Rodrigo, Rorrie, Rory, Rorry, Rurik
Roger	Rodger, Rogar, Rogre
Roland	Orlando, Rho, Ro, Rolly, Roly, Rowland
Ronald	Ranald, Ron, Ronnie
Rorie	Raud, Roderic, Roderick, Rory, Ruadhaic
Rudolph	Rodolph, Rodolphe, Rolf, Rolfe, Rolph, Rudolf, Rudolphus, Rudy
Rufus	Rufe
Rupert	Robert

S

Forename	Alternatives/diminutives
Samuel	Sam, Sammie, Sammy
Sandy	See Alexander
Sebastian	Bastian, Bastien, Seb, Sebbie
Shaun	See John
Siarl	See Charles
Siegfried	Seaforth
Silas	Silvanus
Simon	Sim, Simeon
Solomon	Sol, Solly
Stanley	Stan, Stanislas, Stanislaus
Stephen	Stefan, Stephan, Steve, Steven, Stevie
Stewart	Stew, Stu, Stuart
Sydney	Sid, Sidney, St Denis
Sylvester	Silvester, Woody

T

Forename	Alternatives/diminutives
Terence	Terall, Terance, Terrance, Terrence, Terry, Tracey, Tracy, Theodore
Thaddeus	Thaddaeus, Thady
Theobald/Theodore	Ted, Teddy, Terry, Theo, Theodor, Theodoric, Theodoro, Theodoros, Theodric, Tibal, Tibbald, Tibbie, Tudor
Thomas	Tam, Tammie, Tom, Tommie, Tommy
Tiernan	Tiernay, Tierney
Timothy	Tadhgh, Tim, Timmie, Timmy, Thimothee, Timotheos
Tobias	Tobey, Tobiah, Tobit, Toby
Trevor	Trefor, Trev
Tristan	Tristam

U

Forename	Alternatives/diminutives
Ulysses	Lyss

V

Forename	Alternatives/diminutives
Valentine	Val
Vanya	Ivan, John
Victor	Vic, Vick, Vickie, Vicky
Vincent	Vin, Vince, Viney, Vinny
Vivian	Viv, Vivyan, Vyvan, Vyvian

W

Forename	Alternatives/diminutives
Walter	Gautier, Gualtier, Wal, Waldo
Werner	Warner, Warno
Wesley	Wessley, Westley
Wilfred	Fred, Wilf, Wilfie, Wilfy
William	Bill, Billy, Guillaume, Guillym, Gwilym, Liam, Wilhelm, Will, Willie, Willils, Willy

Z

Forename	Alternatives/diminutives
Zachary	Zaccheus, Zachariah, Zack, Zacky, Zak, Zechariah
Zebediah	Zebedee

Alternative/diminutive female names

269. Click on the links for alternative and diminutive female names.

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A

Forename	Alternatives/diminutives
Abigail	Abbey, Abbie, Abby, Abigal, Gail
Adelaide	Ada, Adela, Adele, Adelheid, Adelina, Adeline, Alice, Heidi
Adele	Adell, Adelle
Adelia	Adela, Delia
Adeline	Adaline, Addy, Adela, Adelaide, Adelia, Adie
Adrienne	Adrienne
Agatha	Aggie
Agnes	Aggie, Aggy, Agneta, Inez, Nan, Nancy, Nessa, Nessie, Nest, Nesta, Netta, Netty, Nita, Senga
Agneta	Agna, Agnes, Agnetta, Neta
Aileen	Ailie, Ailleen, Eileen, Helen
Alana	Alanna, Allana, Allena
Alexandra	Aleksandra, Alexandrina, Alexia, Alexis, Lexy, Sandra,

	Zandra
Alice	Adeline, Alicia, Alisa, Alison
Alicia	Alycia, Alysia
Alisha	Alicia
Alison	Ailie, Ali, Allison, Ally, Allyson, Alyson
Almira	Almeira, Almeria
Alwyn	Alwin, Alwyne, Olwyn
Amabel	Mabel, Mabie, Maybel, Maybell, Maybelle
Amelia	Almalia, Amilia, Emily, Melia, Mellie
Amy	Aimee, Amabel, Amabella, Amecia, Amicia, Amie
Anabel	Annabel, Annabella, Annabelle, Bel, Bella, Belle
Anastasia	Anty, Stacey, Stacie, Stacy
Andrea	Adreana, Andera, Andra, Andrean, Andree, Andreena, Andreinne, Andrene, Andrette, Andrewina, Andria, Andrine, Drean, Dreena, Rea, Rena
Angela	Angelena, Angelin, Angeline, Angeline, Angella, Angi, Angie
Ann	Anita, Anna, Anne, Annette, Annie, Hannah, Nan, Nance, Nancy, Nanine, Nannie, Nanny, Nina
Antoinette	Antonia, Nettie, Toinette
Arabella	Annabel, Annabella, Bel, Bell, Bella, Belle
Ariadne	Ariana
Arleen	Arlene, Arline
Ashley	Ashlie, Ashleigh
Audrey	Addie, Addy, Audra, Audree, Audreen, Audria, Audrie, Audry, Etheldreda
Augusta	Gussie, Gussy, Gusta
Averil	April, Averill, Averilla, Averyl, Avril

B

Forename

Barbara
Beatrice

Bela
Belinda
Bernadette
Bernice
Bessie
Beverley
Blanche
Bridget
Briony
Bunty

Alternatives/diminutives

Bab, Babbie, Babie, Babs, Barbary, Barbra
Bea, Beata, Beatie, Beatrix, Beatriz, Beattie, Bettrys,
Gwyneth, Trissie, Trissy, Trix, Trixie, Venetia
Bella
Linda
Bernetta, Berni, Bernie
Berenice
Bess, Elizabeth
Bev, Beverly
Bianca, Blanch, Candida
Bidly, Bride, Bridgit, Bridie, Bridgett, Bridgette, Brigit
Bryony
Tottie

C

Forename	Alternatives/diminutives
Camilla	Camille, Cammie, Cammy, Millie, Milly
Candida	Candie, Candy
Carmina	Mina, Minette, Wilhelmina
Carol	Carola, Carole, Carolina, Caroline, Carrie, Karel
Cassandra	Cass, Cassey, Cassie, Casson, Cassy
Catherine	Cassie, Catalina, Cath, Catharina, Catharine, Catherina, Cathie, Kate, Kath, Katharina, Katharine, Kathei, Katherine, Kathi, Kathie, Kathleen, Katrine, Katty, Katy, Kit, Kitty, Rina
Cecily	Cec, Cecely, Cecilia, Cecilie, Celia, Celine, Cis, Cissie, Sile, Sis, Sisley, Sissie
Chantal	Chanta, Chantel, Chantele, Chantell, Chantelle, Shanta, Shantel, Shantell, Shantelle
Charity	Cheralyn, Cherie, Cherrie, Cherrill, Cherry
Charleen	Charlaine, Charlena, Charlene, Charmaine
Charlotte	Carrie, Chatty, Lotte, Lottie, Totty
Charmaine	Charmain, Sharmain, Sharmaine, Sharman, Sharmane
Chelsea	Chelsie, Elsie, Kelsie
Cherry	See Charity
Cheryl	Cherill, Cherril, Cherrill, Cherryl, Cherryle, Cherryll, Cheryle, Cheryll, Sheral, Sheralyn, Sherell, Sheril, Sherill, Sheryl, Sherryll
Christabel	Christabella, Christabelle, Christella, Christobel, Chrystabel
Christine	Chris, Chrissie, Chrisitabel, Christiana, Christina, Kersten, Kirsten, Kirstin, Kristina, Kyrstina, Teena, Teenie, Teeny, Tina, Xina
Chrystall	Crystal
Clara	Clair, Claire, Clare, Claribel, Clarice, Clarinda, Clarissa, Clarrie
Claudia	Gladuse, Gladys
Clementine	Clementia, Clementina, Tina
Constance	Connie
Cora	Corrina
Coral	Cora, Coralie
Cornelia	Cora, Corney, Cornie, Corny, Corry, Nellie

D

Forename	Alternatives/diminutives
Daisy	Daisey
Daniella	Daniela, Daniele, Danielle, Danyelle
Daphne	Daff, Daffy
Dawn	Dawna, Dawne, Dorne
Deborah	Deb, Debbie, Debby, Debera, Debir, Debra

Deidre	Deirdre, Derde
Della	Bella, Delia
Delores	Deloris
Detta	Bendetta, Henrietta
Diana	De, Di, Dihane, Dihann, Dinah
Dora	Dorinda, Dorothea, Dorrie
Dorothy	Do Do, Dol, Doll, Dolly, Dora, Dorinda, Dorothea, Dorothee, Dorothy, Dot, Thea
Drucilla	Drucie
Dulcibella	Bella, Dulce, Dulcia, Dulcie

E

Forename

Alternatives/diminutives

Edith	Eda, Edie, Editha
Edna	Ena, Enie, Ina
Eileen	Ailean, Aileen, Ailleann, Eilean, Helen, Helena, Ileen, Ilene, Lena, Nell, Nellie
Eleanor	Elaine, Eleanora, Eleanore, Elian, Elinor, Ella, Ellen, Ellie, Helen, Helena, Helene, Lenora, Lenore, Leonara, Leonor, Lora, Lorne, Nell, Nelli, Nelsie, Nora, Norrie
Elena	See Helen
Elfrida	Elfrida, Eldrieda, Elfriede
Elizabeth	Bess, Bessey, Bessie, Bessy, Beth, Betsey, Betsy, Betta, Bette, Bettina, Betty, Elisabeth, Elise, Eliza, Elsie, Elspah, Elspeth, Elspie, Isabel, Isabella, Libby, Lilbeth, Lilla, Lisa, Lisabeth, Lise, Liz, Liza, Lizzie, Lizzy, Tetty, Veta
Ellen	Elen, Elena, Eleni, Elin, Ellan, Ellin, Ellon, Elon, Elyn, see also Eleanor
Elsa	Ailsa, Alice, Else, Elsie, Elza
Elspeth	Elizabeth, Elsie, Elspie
Emily	Amelia, Amilia, Em, Emeline, Emma, Emmelina, Emmeline, Emmie, Ermintude, Millie, Milly
Emmeline	Emiline, Emilia, Emily, Emmelina, Emmie, Emmy, Minerva, Minna, Minnie
Erica	Erika, Rica, Rika
Ernestine	Tina, Nesta
Esther	Ess, Essie, Etta, Henrietta, Hester, Hesther, Hettie, Hetty, Star, Stella, Tess, Tessie
Ethel	Effie, Etheline, Ethelinda
Eugenie	Eugenia
Euphemia	Effie, Eppie, Euphame, Phemie
Eva/Evelyn	Eveleen, Evelina, Eveline, Evelyn, Evelyne, Evie, Evy

F

Forename

Alternatives/diminutives

Faith	Fay
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Fatima	Fathma, Fatma
Felicity	Fee, Felicia, Felicite, Phyllis
Fenella	Finella, Finnuala
Flora	Flo, Florance, Florence, Florentina, Florrie, Flossie
Florence	Flo, Flora, Florance, Florrie, Flossie
Frances	Fan, Fannie, Fanny, Fran, France, Francella, Francesca, Francie, Frankie, Myfanwy
Freda	See Frieda
Frieda	Freda, Frederica, Free, Frida

G

Forename

Alternatives/diminutives

Gabriella	Gabi, Gabriela, Gabriele, Gabrielle, Gaby
Gemma	Jemma
Genevieve	Geneura, Javotte, Winifred, Winifried
Georgina	Georgiana, Georgie, Georgy
Geraldine	Geraldina, Gerhardine, Gerlinda, Giralda
Gertrude	Gatty, Gert, Gertie, Gerty, Truda, Trude, Trudy
Gillian	Gill, Jill, Jillian, Julia, Juliana, Jull, Lian
Gladys	Claudia, Glad, Gwladys
Glenice	Glenis, Glenise, Glennis, Glennys, Glenys, Glynis, Gylynnis
Gloria	Gloriana, Glory
Grace	Gracie, Graina, Graine, Grainne, Granuaile, Gratia
Greta	Grete, Gretta, Margaret
Gretchen	Margaret
Griselda	Girzie, Gisella, Griseldis, Griselidis, Grissel, Gritty, Grizel, Grizzel, Grizzie
Guinevere	Geunev, Guenever, Gwenhwyfar, Jennifer, Vanora
Gwendolen	Guendolen, Gwen, Gwenda, Gwendaline, Gwenddolen, Gwendolin, Gwendoline, Gwennie, Gwenny, Gwynne

H

Forename

Alternatives/diminutives

Hannah	Anna, Annora, Anora, Nan, Nance, Nancy, Nannie, Nanny
Harriet	Harriett, Harriette, Harriot, Hattie, Hatty, Henrietta, Henriette
Heide	Adelheid
Helen	Eileen, Eilleen, Eleanora, Elena, Helena, Helene, Hellen, Ilona, Lena, Nell, Nellie
Heloise	Eloisa, Heloisa, Lois
Henrietta	Etta, Hetty, Nettie
Hesther	Esther, Harty, Hester, Hetty
Hilary	Hilarie, Hillary, Hillery
Hilda	Hylde
Honora	Honner, Honnour, Honor, Honoria, Nora, Norah, Ynr

Hortense

Hortensia

I

Forename

Alternatives/diminutives

Ida

Yda

Imogen

Imagina

Ina

Bettina, Christian, Clementina, Edwina, Georgina, Martina

Inex

Agnes, Ines

Ingrid

Inga, Inge, Ingeborg

Irene

Eirene, Rene, Renie

Isabel

Bell, Bella, Belle, Elizabeth, Isa, Isabella, Isabelle, Isbel, Ishbel, Isobella, Tib, Tibbie, Ysobel

J

Forename

Alternatives/diminutives

Jacqueline

Jackie, Jacky, Jacqueline, Jacqui, Jacquelyn, Jaquie

Jade

Jayde

Jane

Janela, Janella, Janet, Janey, Janice, Janie, Janis, Jayne, Jenny, Jess, Jessie, Jinnie, Jinny, Joan, Joanna, Shena, Sian

Janet

Jane, Janetta, Janette, Jannet, Jannett, Jess, Jessie, Jessy, Seonaid, Sinead

Jasmine

Jess, Jessamine, Jessica, Jessie, Jessy, Yasmina, Yasmine

Jean

Jane, Janet, Jeanie, Jeanne, Jeanette, Jeannie, Jenny, Jess, Jessie, Joan, Joanna, Johanna

Jemima

Jemimah, Mima

Jemma

Gemma

Jennifer

Guinevere, Jen, Jenifer, Jenniffer, Jenny, Winifred, Winifrid

Joan

Jane, Siobhan

Johanna

Jenny, Joan, Joanna, Juanita, Nita

Joseline

Joceline, Joscelin, Joyceline

Josephine

Fifi, Jo-Joe, Jose, Josie, Josy, Phenie

Joyce

Jodaca, Joisse, Jos, Joy, Joycelyn

Judith

Jodi, Jodie, Jody, Ju, Judi, Judy

Julia

Jule, Juliana, Julie, Juliet, Julietta, Juliette, Liana

K

Forename

Alternatives/diminutives

Karen

Caren, Carin, Caron, Carren, Carrin, Carron, Carrone, Caryn, Karan, Karin, Karon, Karyn, Kay

Kate

See Catherine

Kathleen

Cathleen, Kate, Kay

Kerry

Ceri, Keree, Kerrey, Keri, Kerie, Kerri, Kerrie

Kayley

Kay, Kylie

Kirsten

See Christine

Kyrstina
Kylie

Christine
Kai, Kay, Kellie, Kelly, Ky, Kye, Kylee, Kyley, Kyli, Kyly

L

Forename

Alternatives/diminutives

La Donna

Donna

Lalage

Lal, Lally

La Tonya

La Toya

Laura

Lauren, Lauretta, Laurinda, Lolly, Loretta, Lori, Lorinda

Lavinia

Levenia, Loveviner, Vin, Vince, Vinny

Leila

Layla, Leilah, Lela, Lil, Lila, Lyla, Viney

Lena

See Helen

Leonara

See Eleanor

Letitia

Leatitia, Letizia, Lettice, Lettie, Letty, Trish, Tisha

Lilian

Cecilia, Celia, Lil, Lilane, Lily

Linda

Belinda, Lindy, Melinda

Lois

Aloisia, Aloys, Beloise, Louis, Loyce, Loys

Lorna

Lorn, Lorne

Lorraine

Larraine, Laurain, Lauraine, Loll, Lora, Lorain, Loraine,
Lorane, Lorayne, Lorrain, Lorrane, Lorryne

Lorretta

Lauretta

Lorrette

Laurette

Louise

Eloisa, Eloise, Leot, Lise, Loise, Lou, Louie, Louis, Lulu

Lucia

Lucette, Lucilla, Lucille, Lucina, Lucinda, Lulu

Lucy

Lieueu, Lucasta, Luce, Lucetta, Lucia, Lucie, Lucile,
Lucilia, Lucilla, Lucina, Lucinda, Lulu

Lyndsey

Lindsay, Lindsey, Lyndsy

Lynette

Eiluned, Luned

Lynnell

Lyn, Lynelle, Lynn, Lynne

M

Forename

Alternatives/diminutives

Mabel

Amabel, Babs, Mab, Mable, Mabelle, Mabs, Maybel,
Maybell, Maybelle

Madeline

Madaline, Maddie, Magdalen, Magdalene, Maun

Magdalene

Lena, Madeline, Magda, Malena, Malina, Maud, Maudlin

Maisie

Maida, Maidie, Maisey, Maisy, Maizie, Margaret, Margrey,
Mary, May, Maysie, Mazey, Mazie, Mysie

Malvina

Malvine

Mandy

Amanda, Manda, Miranda

Marcella

Marcellia, Marcellina, Marcelline

Marcia

Marcena, Marcene, Marcina, Marcine, Marcilyn, Marcy,
Marsh, Marsha

Margaret

Daisy, Greta, Gretal, Gritty, Madge, Mag, Maggie, Maidie,
Maisie, Mamie, Margareta, Margarita, Marget, Margie,
Margit, Margo, Margoire, Margory, Margot, Marguerite,

	Marjorie, Marjory, Marr, May, Megan, Meggie, Meta, Moggy, Mysie, Peg, Peggoty, Peggy, Rita
Marguerite	Marigold, see Margaret
Maria	Myria, see Mary
Marianne	Ann, Marian, Mary
Marie	Mari, Mariel, Marion, Myria
Marion	Mamie, Marian, Marianne, Marie, Mary, Miriam
Marjorie	Marge, Margery, Margie, Marjory
Marna	Marne, Marni, Marnie, Marney
Martha	Marthe, Martie, Martita, Marty, Mat, Mattie, Pat, Patsy, Pattie
Martina	Marta, Martine, Martilda
Mary	Mair, Maire, Mari, Maria, Marian, Mariana, Marianne, Maribelle, Marie, Marilyn, Marinda, Marita, Marlene, Marlette, Marylyn, Maureen, Maurine, May, Miriam, Mitzi, Moisey, Moll, Mollie, Molly, Morage, Murchison, Polly, Ria
Matilda	Mall, Mat, Mathilda, Mathilde, Matt, Mattie, Matty, Maud, Pat, Pattie, Patty, Tilda, Tilly
Maud	Maude, Maudie, see Matilda
May	Mae, Mary, Mayberry, Maybeth, Mayday, Mayrene, Mayvoureen
Melanie	Mel, Melaine, Melane, Melani, Melania, Melany, Melina, Melinda, Melloney, Mellony, Melly, Meloney
Melina	Carmelina, Emmelina
Mercy	Mercedes, Mercia, Merry, Sadie
Michaela	Micaela, Michaela, Michala, Mickala, Mykela
Michelle	Michele, Shell, Shelly
Mildred	See Millicent
Millicent	Amelia, Emily, Melecent, Melicent, Melusine, Mildred, Mildreda, Millicerte, Millie, Milly
Mirabel	Marabel, Mirabella
Miranda	Mandie, Mandy, Randie, Randy
Moira	Maire, Maura, Maureen, Moya, Moyra
Monica	Moncha, Monique
Muriel	Merial, Meriel, Meriol, Merrial, Merriel, Mira, Myra
Myfanwy	Mfanny, Myfi, Myvanwy
Myra	Mira, Mirah, Miram, Miranda, Mirra, Moyra, Muriel
Myrtle	Myrrha, Myrrhene, Myrtah, Myrtilla

N

Forename

Forename	Alternatives/diminutives
Nadine	Bernadette, Nada, Nadia
Nancy	Ann, Anna, Anne, Annie, Hannah, Nan, Nance, Nanna, Nannie, Nanny, Nanty, Nina
Natalie	Natalia, Natasha, Nelly
Nellie	Eleanor, Ellen, Helen

Nelsie	See Eleanor
Nesta	See Agnes
Nicola	Nichola, Nicki, Nickie, Nickola, Nicolla, Nicky, Nikki
Nita	Agnes, Agneta, Anita, Juanita, Nettie, Netty
Nola	Finola
Norah	Eleanor, Honor, Honora, Honoria, Lenora, Nora, Noreen, Norene, Norina, Norine, Norrie

O

Forename	Alternatives/diminutives
Octavia	Tavie
Odette	Odila, Odile, Otilie
Olive	Livie, Olivette, Olivia, Ollie
Olwyn	Alwyn, Alwin, Alwyne

P

Forename	Alternatives/diminutives
Pamela	Pam, Pamela, Pamilia
Paula	Paola, Paulina, Pauline
Penelope	Pen, Penney, Pennie, Penny
Petrina	Peterina, Petronella, Petronia, Petronilla
Philippa	Phil, Phillippa, Pip, Pippa
Philomena	Ena, Mina, Phil, Philomina
Phoebe	Phebe
Phyllis	Felicia, Phil, Philidia, Phillis, Phyl, Phylada, Phyllada, Phylida
Polly	See Mary
Priscilla	Cilla, Pricilla, Priss, Prissie, Prissy
Prudence	Pru, Prudie, Prue

R

Forename	Alternatives/diminutives
Rachel	Rachael, Rache, Rae, Ray
Rebecca	Beckie, Becky, Reba, Rebekah
Renata	Renee
Renie	See Irene
Rhoda	Rho, Rhode, Rhody
Roberta	Bobby, Robby
Robina	Robin, Robinetta, Robinia, Robyn, Ruby, Ruperta
Rochelle	Rochele, Roshele, Shelley
Roma	Rome, Romer, Romola
Rose	Linda, Lynn, Romy, Rosa, Rosabel, Rosabella, Rosalie, Rosalind, Rosalinda, Rosaline, Rosamond, Rosamund, Rosanna, Rosanne, Roseanna, Roseline, Rosemary, Rosetta, Rosey, Rosia, Rosie, Rosina, Roslia
Rowena	Rhona, Rhonwen, Rowina

Ruth Rue, Ruthy

S

Forename

Alternatives/diminutives

Samantha

Sam, Sammy, Symantha

Sarah

Morag, Sadie, Sal, Sally, Sara, Zara, Zarah

Selina

Celine, Lina, Salena, Salina, Seline

Sharon

Shara, Sharren, Sharron, Sharyn, Shren

Sheila

Shayla, She, Sheelagh, Sheelah, Shelagh, Sile

Sian

See Jane

Siobhan

Charvon, Chavon, Chavonn, Chavonne, Cheavon, Chevon, Chevonne, Chivon, Joan, Shavon, Shavone, Shavonne, Shernan, Sheryvonn, Shevon, Shevonne, Shivohn, Shyvonnia, Sioban, Siobhian, Siobhion

Sophia

Sofia, Sonia, Sonja, Sonya, Soph, Sophie, Sophrenia, Sophy

Stella

Esther, Estella, Estelle

Stephanie

Fanny, Shephany, Shephie, Stefanie, Stephana, Stephane

Susan

Sue, Suke, Suky, Susanna, Susannah, Susi, Susie, Susy, Suzanne, Zana

Sybil

Sib, Sibbie, Sibby, Sibila, Sibilla, Sibille, Sybella, Sibyl, Sibylla

Sylvia

Silvia, Silvie, Silvy

T

Forename

Alternatives/diminutives

Tabitha

Tabatha, Tabbe, Tabby, Tabotha

Talitha

Tally

Tammy

Tamara, Tami, Tammie

Tanya

Tana, Tanja, Tarnia, Tatiana

Theodora

Dora, Theo, Theodosia

Tracey

Traci, Tracie, Tracy, Trasey

Trixie

Beatrice, Beatrix

Trudy

Ermintrude, Gertrude

U

Forename

Alternatives/diminutives

Una

Oonagh

Ursula

Ersilia, Nullie, Urse, Ursie, Ursley, Ursy

V

Forename

Alternatives/diminutives

Valerie

Val, Valarie, Valeria, Valerian, Valery

Vanessa

Nessa, Nessie, Van

Vanda

Wanda

Vera

Ronnie, Veronica, Verra

Victoria	Queenie, Vic, Vick, Vicki, Vicky, Victorine
Vida	Davida, Tafline, Veda
Viola	Vi, Violet, Violete
Virginia	Gina, Ginger, Ginnie, Ginny, Jennie, Jinny, Virgie, Virgy
Vivien	Vanda

W

Forename	Alternatives/diminutives
Wanda	Vanda
Wendy	Wenda, Wendelle, Wendi
Wilhelmina	Billie, Carmina, Mina, Minella, Wilhelmine, Wilhelmina, Willa, Williamina, Wilma, Wilmatt, Wilmit, Wilmott, Vilma
Winifred	Freda, Genevieve, Gwenfrewi, Jen, Jennifer, Jenny, Wincey, Winnie, Winnifred

Y

Forename	Alternatives/diminutives
Yasmin	Jasmine
Yvonne	Evonne, Yon, Yvain, Yvette, Yves

Z

Forename	Alternatives/diminutives
Zandra	See Alexandra
Zara	Sarah, Zarah, Zaire
Zena	Xenia, Zine
Zowie	Zoe, Zoie, Zoey

Ethnic names and alternative spellings

270. Click on the links for alternative spellings of ethnic names.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A

Name	Alternative
Abijah	Bije
Abdul	Abdal, Abdol, Abdollah, Abdulla, Abdullah, Abdillahi, Abdyl
Adam	Adan, Aden
Ahmed	Ahmad, Ahmamed
Afzac	Ashfaque, Ishfaq
Afzal	Afzaal, Afzul
Aisha	Ayesha, Aesha, Aiesha0, Aisia, Ayeisha, leasha, leashia, lesha, leesha, leeshia, Yiesha
Akhtar	Akhter, Aktar, Akter
Akbar	Akhbar
Alasadi	Al-Asadi, Al-Assadi, Alassadi
Alasall	Al-Asali, Al-Assall, Alapall
Alazzani	Al-Azani, Al-Azzani, Alazani

Amaue	Amauee
Amjad	Amjed, Amjid
Andullah	Andulla, Handulla, Handullah
Araleh	Araue
Armand	Herman
Arshad	Arshid, Ashed
Asgar	Asghar
Aslam	Azlam
Atteyeh	Attayeh, Ateye, Arteh
Awaue	Awauee

B

Name	Alternative
Baljit	Balijeet
Bashir	Basheer
Begum	Bagum, Baygum
Bi	Bibi, Bebe, Bee

C

Name	Alternative
Choudhury	Choudhry, Chowdry, Chowdhury

D

Name	Alternative
Daljit	Dalijet, Dalijeet, Dalijiat, Daljitt
Davinder	Daveendra, Davidar
Das	Des, Dass, Daas
Daud	Dawood
Deria	Diria, Derir, Deriye, Dirir, Dirie
Devinder	Devender, Dervendra, Devindera
Din	Deen, Dein

E

Name	Alternative
Ehsan	Ehsaan, Ihsan, Ahsan
Elias	Ali, Elihu, Elijah
Elijah	Lije
Elahi	Elahi, Elahee, Allahi
Elmadawi	Elmadawi
Ephriam	Eph
Erasmus	Ira
Erastis	Ras
Ezekiel	Hexekiah, Zeke
Ezra	Ez

F

Name	Alternative
Farah	Faraa, Farrah, Fara
Fardus	Fardous, Faredoos
Farook	Farok, Farooq, Farruk, Farroque, Faruk, Faruq, Faraque
Fatima	Fatimah, Fatma, Farmah
Fauzia	Fanziah
Fazal	Fazzal, Fazel, Fazil, Fazeel
Firdos	Firdaus, Firdose

G

Name	Alternative
Garbiye	Garbiya
Gharfoor	Gafoora
Gharib	Gharee, Gareeb
Ghulam	Gulam
Guleed	Guleid, Gulaid, Gulied
Gurbaksh	Gurbash, Gurbashan
Gurcharn	Gurchararn, Gurcharen, Gurcharanj

H

Name	Alternative
Hamid	Hamed, Hameed
Handullah	Handulla, Andullah, Andulla
Hanif	Haniff, Haneiff
Hasan	Hassain, Hassan
Hephzibah	Eppie, Hepsie, Hepsy
Hersi	Hirsi, Hershi, Hirshi
Hiram	Hi
Hussain	Hussan, Hussein, Hussien

I

Name	Alternative
Inder	Indir
Iorwerth	Edward, Iolo, Yoreth
Irfan	Irphan, Erphan, Erfan
Ishfaq	See Ashfaq
Ismael	Ishmael, Ismail, Ishmail
Isolda	Isold, Isolde, Yseult, Ysolt

J

Name	Alternative
Jabeen	Jubbean, Jabin
Jaffer	Jaffa, Jaffar, Jafar
Jalil	Jhalli, Jilani

Jameel	Jamiel, Jamil, Jamill, Jameil
Jangir	Jahangir, Jhangeer, Jahangeer
Jasbinder	Jasbhinder
Jasvinder	Javindar
Jedediah	Jed

K

Name	Alternative
Kameljeet	Kamaljit
Kassim	Kaseem, Kasim, Quassim, Quasem, Quesem, Qassem, Quassem, Quesseem, Qassim, Qasim
Keisha	Aisha, Ayesha, Lakisha, Lakeesha, Kecia, Keesha, Kesha
Khanom	Khanum
Khatun	Khaton, Khatoon, Khatuna, Kahtoon, Khatana, Kahtun

L

Name	Alternative
Latif	Latiff, Lattif, Lattife, Lateef

M

Name	Alternative
Mahammed	See Mohammed
Majid	Majeed
Manjit	Mangeet
Masood	Mason, Masud, Massoud
Mehmood	Mahmood, Mohamud, Ahamood, Mamood
Mehetabel	Hetty, Mehitable
Miah	Meah, Mia, Mian
Mirza	Merza
Mohammed	Mahamed, Mahammed, Mahamud, Mahomed, Mahammad, Mohammod, Mohomed, Mohamad, Mohamammad, Mahmoud, Muhammad, Mahmed, Mohamoud, Muhammed, Mohamed
Muhammed	See Mohammed
Musa	Muse, Mussa, Musse, Musha, Mosa
Mustafa	Mustaffah, Mustapha

N

Name	Alternative
Narindar	Narinder
Nassim	Nasim, Nasseem, Nasem, Naseem, Nasime
Nessa	Nisa, Nasser, Nesa
Noor	Nour, Noer, Nooh, Nur

O

Name	Alternative
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Obtaind
Omar

O'baid, Obaide
Omer, Umer

P

Name

Parminder
Parvais
Parveen
Parvin
Parvinder
Phineas

Alternative

Parmindar, Perminder
Parvase, Parvaiz, Parvez
Parven, Parvin, Parvez
Parveen
Parvindar
Phinehas

Q

Name

Quassim

Quersh
Quianna

Alternative

Qasem, Qassem, Kassim, Kassem, Quassem, Quaseem,
Quasem, Qassim, Qasim
Qureshi, Quarshi
Kiana, Kia

R

Name

Rakhamt
Rafiq
Rajinder
Rashid
Rasooi
Razak
Rehman

Alternative

Rakmat, Raqmet
Rafique, Raffiq, Raffique
Rajender, Rajindaer, Rajinderpa
Rasheed
Razooi
Razzak, Razzaq, Razaq
Rahman, Rehmen, Rahmen

S

Name

Saddique
Said
Salah
Salik
Salim
Samsur
Sanchia
Sarjinder
Sarjit
Shabir
Shafique
Shahb
Shanti
Sharif
Suleiman

Alternative

Saddique, Sadiq, Saddiq
Saeed, Sayed, Saed, Syed
Saleh
Saliq
Saleem
Shamsur
Sancha
Sarjindar
Sarjet, Sarjeet, Surgit
Shabire, Shabbir
Sheffique, Shafaq, Safaique, Shafiq
Shaibi, Shuaibi, Shabi
Shanta, Shantie
Shariff
Suleman, Suliman

Surinder Surrender, Surinda, Surindar

T

Name	Alternative
Tahir	Taher
Tariq	Tarique
Tasawar	Tassawar, Tasawer
Tasleem	Taslim

U

Name	Alternative
Usuf	See Yussuf

V

Name	Alternative
Vegar	Wiqar

W

Name	Alternative
Warsame	Warsama, Warsami
Wiqar	Veqar

Y

Name	Alternative
Yaffai	Yafee, Yaffee, Yaffi, Yafai
Yaqood	Yaqub
Yaseem	Yasin
Yasmin	Yasmeen
Younus	Younis, Younas
Yousaf	Yousif
Yussuf	Yusuf, Yousif, Ysuf, Yousaf, Yousuf, Youssuf, Yusif, Usuf

Z

Name	Alternative
Zabe	Zeb, Zeib
Zafar	Zaffar
Zameer	Zamie
Zilah	Zilla, Zylla

Remind the customer

271. Contact the customer, by phone if possible, 24 or 48 hours prior to the interview to remind them of the EOJ appointment. This should be attempted twice in one day. If attempts to contact the customer are unsuccessful, record in [LMS Conversations](#).

Note: This action is optional.

272. Remind the customer to bring all the documentation they have to establish their identity.

273. It may be worthwhile looking at any [LMS Conversations](#) recorded against the client record at this point.

274. If the customer is unable to attend, re-arrange the appointment, issue a new letter and file the DCI1 in the appropriate central area for access at interview date.

Forms

Form CA4150

275. Application form to claim exemption from paying National Insurance Contributions for customers over state pension age.

Form CA5400

276. Application form to be registered for a National Insurance Number.

Form DCI1(B)

277. Form used to request a National Insurance Number in benefit inspired applications

Form DCI1(E)

278. Form used to request a National Insurance Number in employment inspired applications.

Form DCI1(LA)

279. Form used to request a National Insurance Number in Local Authority inspired applications.

Form DCI1(TC)

280. Form used to request a National Insurance Number in Tax Credit inspired applications.

Form DCI3

281. Form DCI3 is the form used to action the upgrade of a National Insurance Number from level 3 to level1.

Form DCI10V

282. The form used to notify an interviewing site/Hub/Central Control Unit advising them of a duplicate NINO application

Form DCI501

283. Form used to notify DCI Frontline Services of possible duplicate NINO accounts

Form MF47

284. Form MF47 is the statement used to detail the customer's main life events in order to give a full and complete picture of them.

Useful Addresses

DCI Frontline Services

- Room BP9102, Benton Park View, Longbenton, Newcastle upon Tyne, NE98 1YX. Tel: 0191 225 9461, Fax: 0191 225 5511

HMRC National Insurance Registrations

- HM Revenue and Customs, National Insurance Registrations Section, Room BP1002 Benton Park View, Longbenton, Newcastle upon Tyne, NE98 1ZZ. Tel: 0845 225 7006