

9 FAM Appendix F

600 GUIDES ON PROPER NAMES AND NAME CITING

(TL:VISA-474; 10-17-2002)

9 FAM 601 General Practice

(TL:VISA-474; 10-17-2002)

As a general rule, names should be listed in a format of surname (comma), first name, middle name. There are certain exceptions, however, for which that format is inappropriate. These nationalities and the proper formats are indicated below.

9 FAM 602 Burmese

(TL:VISA-474; 10-17-2002)

a. The Burmese name system is a challenge for a Western-style filing system. Burmese do not have family names. A Burmese name, even one composed of two or three words, is an indivisible unit. (About 80% of Burmese have two-word names.) It is difficult to distinguish between male and female names without the courtesy title, which—though not part of a name itself—is always attached to the name. These titles are: Maung (Master, literally “younger brother”), Ko (Mr., “elder brother”), U (Mr., “uncle”), Ma (Miss, “younger sister”) and Daw (Miss or Mrs., “aunt”). A male named “Tin” is known as Maung Tin when young; Ko Tin when somewhat older (e.g., of college age); and U Tin when he marries, becomes an official or attains other status. A female given the name of “Tin” is known as Ma Tin until she marries or gains an important position, after which she is called Daw Tin. (**NOTE:** Women do not change their names when they marry.) Most Burmese names are given according to the astrological sign for the day of the week on which the child is born; there is no necessary similarity between a child’s name and the parents’ name.

b. In addition to the majority of Burmans, certain other major ethnic groups of Burma have their own courtesy titles. Shan men may preface their names with “Sai” or “Saw”; Shan women use “Nang” regardless of marital status. Karen men may also use “Saw” and Karen women use either “Nant” or “Naw”. Mon men use “Min”; Mon women use “Mi”.

c. Another complicating factor in indexing Burmese names is that almost all Burmese have at least one alias. Aliases are taken for many reasons, including advice from astrologers. Moreover, ethnic Chinese and Indians in Burma usually take a Burmese name in addition to their own ethnic name.

d. Since Burmese do not have family names, the best way to distinguish the identities of two males with the same name and birth date is by requiring their fathers' names.

e. Many Burmese who are familiar with Western naming systems may, in an effort to be helpful, inadvertently complicate matters by dividing up their name with its courtesy title to make a first, middle and last name in Western style. The best reference in such cases is the person's Burmese passport, which gives the person's name in Burmese fashion, e.g., U Hla Maung.

f. To list Burmese names alphabetically, posts should put the courtesy title (U, Ma, etc.) in parentheses after the name.

9 FAM 603 Cambodian

(TL:VISA-474; 10-17-2002)

The surname ordinarily appears first in Cambodian names. In some cases, the first two elements of a name consisting of three or more words will constitute the surname.

9 FAM 604 Chinese

(TL:VISA-474; 10-17-2002)

a. Written Chinese is not a representation of the sounds of the language but a system using one or more symbols to express the idea of each word. The Chinese language has no alphabet, therefore, it is not possible to render Chinese names into English except phonetically. Systems have been devised, however, to set the spoken language down in alphabetized form. The standard system now used is the Pinyin system, although remnants of the Wade-Giles system persist. As examples, the capital city long known as Peking (under Wade- Giles) is Beijing under the Pinyin system.

b. Most Chinese words have only one syllable. Several Chinese characters having completely unrelated meanings may therefore be rendered aloud as the same syllable but in different tones (the tone conveying the different meaning) and in transliteration will look the same in English. Since transliteration cannot take "tone" into account, a telecode system (STC) has been established for Chinese personal names in order to differentiate among syllables. Communications should always include the telecode in addition to the alphabetized name to insure accurate identification.

c. Chinese people, particularly males, often have many different names; a Chinese may use any of them as the true name on different occasions. Obviously, it is important in dealing with Chinese visa applicants to obtain all names which have been used. These include the given (baby) name, school name, marriage name, social name, business name, and American name. If a Chinese man submits any identifying document, it may contain more than one of his names. If only one name appears, it is usually his given name. When more than one name appears and he is married, the second name is usually the name acquired upon his marriage. If there are also other names, they may be his American name or another name by which he has been known. For example, the document may show the names as follows: Wong Mee Jung, alias Wong Fu Ling, alias George Wong. Ordinarily, this will indicate that Wong Mee Jung is his given name, Wong Fu Ling his marriage name and George Wong his American name.

d. The family name is usually spoken and written first, with no comma; for example, Lee Wing Poy would be Wing Poy Lee according to American usage, since Lee is the family name (surname). Posts should follow Chinese usage in this regard.

e. Generally, a Chinese woman is not known by her given name after marriage; instead, the word "Shee" is added to her family name, e.g., "Moy Ming Toy" becomes "Moy Shee" upon her marriage. She may also have other names in some instances.

f. Posts must record the age and birth dates of visa applicants who are Chinese according to our system of time-reckoning. The Chinese do not always compute age as we do. Under traditional Chinese usage, a person is 1 year old at birth, becomes 2 years old on the first day of the next Chinese year, and adds 1 year to his or her age each succeeding Chinese New Year's Day. For example, a child born on the last day of the year on the Chinese calendar becomes 2 years old the next day, that is, the Chinese New Year's Day. According to U.S. practice, that child would not become 1 year old until a year after birth. The Chinese year is approximately the same length as a year on the Gregorian calendar but the number of months and days of the month differ. The Chinese year always runs into a second year on the Western calendar, since Chinese New Year's Day always occurs in January, February, or March.

9 FAM 605 Ethiopian

(TL:VISA-474; 10-17-2002)

a. Ethiopians do not use a system of family names. Instead, a child receives his or her father's first name as a patronymic, and, is, in addition given a personal first name. For example, Getachew Fantaye's son might be named Yilma Getachew and his son, in turn, named Mulugetta Yilma. Getachew Fantaye's daughter might similarly be named Rahel Getachew, but only the paternal name passes on. Therefore, if Rahel Getachew marries Beyene Tadesse, their daughter would have Beyene as her second name—Almaz Beyene.

b. The correct citation form of an Ethiopian name is the first or given name. Getachew Fantaye is referred to as Ato (Mr.) Getachew, not Ato Fantaye. In the same manner, Fahel Getachew is referred to as Woizerit (Miss) Rahel.

c. A woman retains her name after marriage. Therefore, when Rahel Getachew marries Beyene Tadesse, she remains Rahel Getachew but is referred to as Woizero (Mrs.) Rahel.

d. It should also be noted that some Ethiopian names are double, for example, Hailu-Mariam Kebede or Yohannes Gebre-Yesus. They may or may not be united by a hyphen but should always be treated as a single name.

9 FAM 606 Greek

(TL:VISA-474; 10-17-2002)

a. Every Greek has three names. In the case of a male, the first name is the given name. The second name is the given name of the father in the genitive case (e.g., the genitive of Georgion is Georgiou). The third name is the family name. A girl (who initially also has the same series of names) will, when she marries, retain her given name and take as her new second name the genitive form of her husband's first name and also take her husband's family name. She retains the same name as a widow. Although recent amendments to the Civil Code discourage the taking of the spouse's name, most women still do.

b. The Greeks are very prone to translate or abbreviate their names when they go abroad or merely to abbreviate them when they are at home. A Greek should always be required to give the full family name in the original rendition. In particular, the name Pappas presents a special difficulty. It may be a valid name by itself, or it may be a shortening of any one of several thousand possible names beginning with Papa, e.g., Papachristodoulouopoulos.

c. To identify a Greek, it is necessary to have the full name in Greek, the date and place of birth (including village and province), and the full names of the parents. Names that appear remarkably similar can be easily separated if all of these elements are present. A card index of Greek names should not, if the names are at all common, be regarded as complete unless each card includes these important elements. The transliteration of the Greek alphabet into the Roman alphabet (hereafter referred to as English) presents difficulties. There are several systems followed by educated people, whereas, uneducated people or persons not familiar with classical Greek will attempt transliterations with any system that comes to mind. In general, there are certain letters which present a greater amount of difficulty than others. These are as follows:

(1) The Greek language has no letter corresponding to D in English. The sound, if attempted in Greek, is spelled NT (nu tau) which may be transliterated NT or D. The Greek letter "delta", which resembles the English D, is closer to TH than to D in pronunciation; in transliteration it may be given as either D or TH.

(2) The Greek alphabet has a letter PH (phi) which is transliterated either PH or F.

(3) In Greek, GI (gamma iota) is the equivalent of the consonant Y in English. In transliteration it is either Y or GI.

(4) The Greek language has no letter corresponding to the English B. The sound of B is rendered in Greek as MP (mu pi). The Greek letter "beta", which looks like B, is pronounced like a V and is transliterated as either B or V. MP may remain MP or be transliterated as B.

(5) The Greek alphabet has a letter E (eta) which is pronounced the same as the letter "I" in French (or a long "ee" in English). It is variously transliterated as E or I but may also be found as Y, Ei, Oi, or Yi.

(6) The Greek K (kappa) corresponds with the English sounds K and hard C.

(7) The Greek language has two letters O—a short O (omicron) and a long O (omega). The short O looks like a normal English O; the long O looks like a horseshoe resting on its points. In transliteration both are given as the English O. The difference between two names may often lie in which of the Greek O's is used.

(8) Initial Greek I (iota) is pronounced like and often transliterated as the letter Y.

(9) The Greek letter corresponding to the letter U (upsilon) is pronounced like the French I. It is, however, variously transliterated as I or U.

(10)The Greek language has a letter “chi” which is pronounced like J in Spanish. It is the equivalent of a very guttural CH. In transliteration this letter can be rendered as H, CH or, erroneously, because of physical resemblance, X.

(11)The Greek diphthong OU, which is pronounced like U as in “truly”, may be transliterated as U or as OU.

(12)The English sound V is rendered in Greek as B (beta).

9 FAM 607 Portuguese and Brazilian Variations of Portuguese

(TL:VISA-474; 10-17-2002)

a. The Portuguese language, as a rule, is more phonetic than English. It is also more nasal and many Portuguese sounds do not have an equivalent in English. It is, therefore, advisable to verify the spelling of names with the applicants. Due to the similarity of certain letter sounds, differences in spelling of proper names will be found. While the spelling listed in each of the following columns is acceptable, names as spelled in the left hand column are correct according to the new rules of orthography:

Bala	Balla
Ines	Inez
Sena	Senna
Luis	Luiz
Sousa	Souza
Vasconcelos	Vasconcellos

b. The Code of Civil Registry provides that full Portuguese names shall never consist of more than six appellations, although for some time an effort has been made to shorten names. Except for noble families, names are generally restricted to four. Three or four given names are not unusual and, because some Portuguese family names are very common (e.g., dos Santos, da Silva, de Oliveira, Ferreira, Souza), posts must be sure to include all given names in the applicant’s file.

c. The legitimate issue of a Portuguese couple customarily use the surname of both parents, neither of which is considered a middle name. As a rule, these two surnames consist of the mother's maiden name followed by the last of the father's surnames. Thus the male offspring of Antonio Rodriguez Coelho and Maria Tavares would ordinarily be recorded as Antonio (or other given names) Tavares (the surname of the mother) Coelho (the last surname of the father). The following variations may, however, occur in the name of this child:

- (1) Antonio Tavares Coelho
- (2) Antonio Tavares Rodriguez
- (3) Antonio Coelho
- (4) Antonio Rodriguez

In the case of a child born out of wedlock, the surname of the mother is ordinarily used. It is incumbent upon the Civil Registrar to name an abandoned child, although the surnames of the adoptive parents, if any, are generally used. Under the Portuguese code, it is recommended that the wife adopt her husband's name, but this is not mandatory.

d. Portuguese usage places the family name (sobrenome) last. As is the case in Spanish, Portuguese has many "of the" names. The preposition "de" and conjunction "e" still appear in a number of Portuguese names; e.g., Carlos de Oliveira, Adelina Rosa Leite de Morais e Oliveira. It is customary to use the contractions "do", "dos" and "da" (meaning "of the") immediately before family names; e.g., Antonio Carlos do Espirito Santo, Jaime Terencio dos Santos, Maria Amelia da Silva. An applicant named Joao Batista dos Santos has "dos Santos" as his family name. It is recommended, however, that the name be filed as "Santos, Joao Batista dos." Posts must take care to ascertain the correct last names. The following three examples show the confusion that can exist: Therezinha de Jesus Soares, Evangelina de Souza Barros and Afonso Antonio de Mello Franco. In the first case, Soares is the last name and "de Jesus" a middle name. In the second case, Barros is the last name and "de Souza" could be either a middle name or the maiden name, if she happens to be married. In the third case, "de Mello Franco" is the last name.

e. Diminutives are used extensively in Portuguese. They are usually formed by adding "-inho" in the case of a male and "-inha" in the case of a female. Thus Joao becomes Joazinho, Marcus - Marquinho, Teresa - Terezinha. In a very few cases, the diminutive form is the given name. This usually happens only with female names. If a name is given in the diminutive form, the applicant should be questioned whether it is his or her given name or a nickname.

f. The letter “h” is never pronounced in Portuguese. Residents of Rio de Janeiro and some other areas of Brazil have a sound that seems like the English “h” but is actually an initial “r” or a double “rr.” For example, applicants from these areas with the name Ribeiro or Ferreira would seem to pronounce their names He-bay-rue or Fe-hay-ra.

g. The word “Junior” for males named after their father is coming into vogue in Brazil. The Portuguese word “Filho” (son or child) is still, however, used extensively in this manner. It is important to file forms of applicants with such a name correctly, because the “Filho” may often be dropped as a person becomes older. For example, the name Pedro Antonio Souze Filho should be filed under Souze Filho, Pedro Antonio.

h. Because certain names are so common, many public figures in Brazil, especially politicians, use only the part of their names that will distinguish them from others. For example, a Federal Deputy named Joao Francisco Campbell de Oliveira may call himself only Francisco Campbell to make himself easier to remember in national politics. In such cases, it is advisable to make cross- references in the files.

9 FAM P 608 Spanish

9 FAM 608.1 Given Names

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A large number of Spanish given names consist of more than one word, such as Maria de los Angeles, Maria de la Luz, Maria del Carmen. When used in this manner, the name should be treated as one given name, but, if not connected with the de or de la, the name should be divided into a first and middle name, as Maria Luz or Maria Carmen. A great many of the Spanish given names have equivalent nicknames which are commonly used as a first name; for example, “Pancho” for Francisco, “Pepe” for Jose. In recording Spanish names, equivalent nicknames should not be used.

9 FAM 608.2 Surnames

(TL:VISA-474; 10-17-2002)

Spanish and Latin-American people customarily use the surnames of both parents, neither of which is considered a middle name. These two surnames are derived from the first surname of the father and the first surname of the mother. The surname of the father precedes that of the mother. The two surnames may, or may not, be connected by the word “y” (meaning “and”). For example, Juan Gomez y Conde has Juan as the first

or given name, Gomez as the surname of his father, followed by Conde, the surname of his mother. All double last names should be hyphenated with the father's surname first followed by the mother's surname (Gomez-Conde). The preposition "de" with the articles "el", "la", "los", or "las" appears in a number of Spanish or Latin-American names. For example, the surname might be shown as De la Torre, De Alba, Del Arco, De la Cruz.

9 FAM 608.3 Married Names

(TL:VISA-474; 10-17-2002)

It is common practice for a married woman to drop the surname of her mother and add the first surname of her husband preceded by "de" (indicating "wife of"). Thus, Maria Gomez-Garcia when married to Juan Martinez Ramirez would become Maria Gomez de Martinez. In the event of the husband's death, the woman retains the same name and adds "vda. de" (meaning "widow of"). For example, after the husband's death, the woman's name would be Maria Gomez vda. de Martinez. It should be noted that the woman's first surname never changes. For filing purposes, the names of married women should be given in the following order: married name, first name, patronymic, de; for example, using the above case, the records should read "Martinez, Maria Gomez de."

9 FAM 609 Swiss

(TL:VISA-474; 10-17-2002)

a. A common mistake in furnishing Swiss names is to give the applicant's family name (i.e., their last name) next to last in order, followed by the family name of the mother (for example, John Doe Lamb for the son of Robert Doe and Mary Doe nee Lamb). This system could result in confusion, particularly in telegraphic clearance requests wherein the message is usually all in capital letters. Normally the name JOHN DOE LAMB as it would appear in a telegram would be checked against Lamb as the last name.

b. In Swiss practice, married women write their maiden names as a hyphenated suffix to their married names (e.g., Mary LAMB after marrying Robert DOE would write her name as Mary DOE-LAMB or Mrs. Robert DOE-LAMB), and this practice can extend to the husband, who might after his marriage, write his name as Robert DOE-LAMB, and to the family collectively (addressed as the family DOE-LAMB), but not to the children individually.

c. It will facilitate clearances from Swiss posts if Swiss names are given in the usual American order (either John DOE or DOE, John) or, if circumstances necessitate giving the mother's maiden name as part of the applicant's name, then the applicant's family name must be clearly identified as such.