

4.8.1 Reconciliation of Names Without Affidavits

- A. General - If the name claimed or established on Board records for a person varies materially from the name as it appears on the application or evidence in file, reconcile the discrepancy.
- B. Methods of Reconciling Names - Discrepant names may be reconciled when:
1. Sufficient information is on record.
 2. The employer states affirmatively that the service verified under a different name is the service of the claimant.
 3. The maiden name of a married woman is shown on the document or other evidence, and that name is also shown on an application for benefits.
 4. The variation in names is caused by one of the following:
 - Anglicization or simplification of spelling;
 - Use of standard nicknames and diminutive forms of names;
 - Literal translation of names from one language to another;
 - Transposition, addition, or dropping of names in accordance with established popular or religious customs.

NOTE: When doubt exists after referring to the list of Reconciliation of Given Names, Webster's New International Dictionary, or any other standard dictionary as to whether or not a reconciliation can be made, refer to the case to your supervisor, who has a copy of CFO Informational Memorandum No. 25-74, Reconciliation of Given Names.

4.8.2 Types Of Evidence

If reconciliation cannot be accomplished under the preceding section, obtain:

- A personally executed affidavit from the person involved stating that the names involved refer to one and the same person; and
- A corroborating affidavit executed by a responsible person which substantiates the applicant's statement and reflects the basis of the affiant's knowledge.

In cases in which the change of name was effected through legal proceedings, obtain the original or a certified copy of the legal authorization.

4.8.3 Discrepant Name Reported By Employer

If a difference exists between the name of the employee as reported on the employer's service report and the name under which the employee claimed the service, compare the other identifying data (i.e., DOB, place of residence, and similar information) to determine whether or not the forms relate to the same person. When the employer is unable to affirm that the discrepant names refer to the same person, obtain affidavits.

