Name Entry Rules

The verification information should be entered mainly in the visual area of the physical document. Passport holder names should be entered with English alphabetic characters, with a space between each group of names, and the information should be entered until it is full. If the total length of the name exceeds 66 characters, the excess will not be entered.

1. The ID is [Full Name]

Please fill in the[Full Name] in the name box. As shown below, you should enter: HARYANTI

2. The ID is [Surname]、[Given Names]

Please fill in the[Surname][Given Names] in the name box, separated by **space**. As shown below, you should enter: AMAN TANIA

3. The ID is [First Name]、[Middle Name]、[Last Name]

Please fill in the [First Name][Middle Name][Last Name] in the name box in order, with **spaces** between each name. As shown below, you should enter: TONY ALAN MILLER

4. Other special cases

(1) Passport name contains spaces:

If the foreigner's name contains spaces, enter the spaces as they are on the document. As shown

below, you should enter: NOAH SURIATI TANIA

(2) Passport name includes names in multiple languages:

For foreigners whose names include names in other languages, only Latin alphabet characters, that is

A-Z and a-z, should be entered. As shown below, you should be entered: GALINA MIROSHNICHENKO

(3) Passport names include prefixes and suffixes such as "Miss, Mr and Master" that does not need to be entered. As shown below, you should enter: TINA WARUMA

(4) Passport name includes"_"""","etc.

For foreigners whose names include"_"""","etc., please refer to the machine-readable code name information at the bottom of the passport for input ("<""<<"between each group of names in the machine-readable code is replaced with a space). As shown below, you should enter: TINA U SA

As shown below, you should enter: TINA BINTE SAAD

As shown below, you should enter: GIRARD NOAH DOMINIQUE

(5) Passport name contains"()"

For foreigners whose names contain"()", the second name or former name in brackets do not need to

be entered. As shown below, you should enter: HAN CHENG WEI