

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

The screenshot shows a digital passport application form. At the top, a blue box contains the label '[Full Name]' and the Chinese text '应录入姓名: HARYANTI'. Below this, the form is divided into two main sections: 'PASSPORT PASSEPORT' on the left and 'COUNTRY' on the right. The 'COUNTRY' section contains various fields: 'Type', 'Issuing Country', 'Passport No.', 'Full name/Name' (filled with 'HARYANTI'), 'Nationality', 'Date of birth', 'Sex/ Sexe', 'Place of birth', 'Date of issue', 'Date of expiry', and 'Issuing Authority'. A photo of a man is visible in the 'PASSPORT' section. At the bottom of the form, the name 'HARYANTI<<' is printed in a dashed box.

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

The screenshot shows a digital passport application form. At the top, a blue box contains the label '[Surname] [Space] [Given Names]' and the Chinese text '应录入姓名: AMAN TANIA'. Below this, the form is divided into two main sections: 'PASSPORT PASSEPORT' on the left and 'COUNTRY' on the right. The 'COUNTRY' section contains various fields: 'Type', 'Issuing Country', 'Passport No.', 'Surname' (filled with 'AMAN'), 'Given Names' (filled with 'TANIA'), 'Nationality', 'Date of birth', 'Sex/ Sexe', 'Place of birth', 'Date of issue', 'Date of expiry', and 'Issuing Authority'. A photo of a man is visible in the 'PASSPORT' section. At the bottom of the form, the name 'AMAN<<TANIA<<' is printed in a dashed box.

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

[First Name] [Space] [Middle name] [Space] [Last name]
应录入姓名: TONY ALAN MILLER

PASSPORT
PASSEPORT

COUNTRY

Type Issuing Country Passport No.

First name Middle name Last name
TONY ALAN MILLER

Nationality

Date of birth

Sex/ Sexe Place of birth

Date of issue

Date of expiry

Issuing Authority

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

请按照[Surname] [GivenNames]顺序录入姓名框中，以空格分隔。
应录入姓名: NOAH SURIATI TANIA

PASSPORT
PASSEPORT

COUNTRY

Type Issuing Country Passport No.

Surname
NOAH SURIATI

Given Names
TANIA

Nationality

Date of birth

Sex/ Sexe Place of birth

Date of issue

Date of expiry

Issuing Authority

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 enter: GALINA MIROSHNICHENKO

外国人姓名中包括其他语种的，仅录入拉丁字母字符信息，即A-Z和a-z。
应录入姓名: GALINA MIROSHNICHENKO

PASSPORT
PASSEPORT

COUNTRY

Type Issuing Country Passport No.

Surname
Галина / GALINA

Given Names
Мирошниченко / MIROSHNICHENKO

Nationality

Date of birth

Sex/ Sexe Place of birth

Date of issue

Date of expiry

Issuing Authority

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

外国人姓名中包括“Miss、Mr、Master”等前缀、后缀的，可不录入。
应录入姓名：TINA WARUMA

COUNTRY	
Type	Issuing Country
Passport No.	
Surname	TINA
Given Names	MISS WARUMA
Nationality	
Date of birth	
Sex/Sexe	Place of birth
Date of issue	
Date of expiry	
Issuing Authority	

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

外国人姓名中包括“-” “'” “,”等间隔符号的，可参照护照下方机读码姓名信息进行录入（机读码中每组姓名间出现“<”，“<<”替换为空格）。
应录入姓名：TINA U SA

COUNTRY	
Type	Issuing Country
Passport No.	
Surname	TINA
Given Names	U-SA
Nationality	
Date of birth	
Sex/Sexe	Place of birth
Date of issue	
Date of expiry	
Issuing Authority	

TINA<<U<SA<<

As shown below, you should enter: TINA BINTE SAAD

外国人姓名中包含“-”“ ”“ ”等间隔符号的，可参照护照下方机读码姓名信息进行录入（机读码中每组姓名间出现“<”，“<<”替换为空格）。
应录入姓名：TINA BINTE SAAD

PASSPORT
PASSEPORT

COUNTRY

Type Issuing Country Passport No.

Surname
TINA
Given Names
BINTE SAAD
Nationality

Date of birth

Sex/Sexe Place of birth

Date of issue

Date of expiry

Issuing Authority

TINA<<BINTE<SAAD<<

As shown below, you should enter: GIRARD NOAH DOMINIQUE

外国人姓名中包含“-”“ ”“ ”等间隔符号的，可参照护照下方机读码姓名信息进行录入（机读码中每组姓名间出现“<”，“<<”替换为空格）。
应录入姓名：GIRARD NOAH DOMINIQUE

PASSPORT
PASSEPORT

COUNTRY

Type Issuing Country Passport No.

Surname
GIRARD
Given Names
NOAH, DOMINIQUE
Nationality

Date of birth

Sex/Sexe Place of birth

Date of issue

Date of expiry

Issuing Authority

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

外国人姓名中包含“ () ”的，括号内为第二姓名或曾用名，第二姓名不录入。
应录入姓名：HAN CHENG WEI

PASSPORT
PASSEPORT

COUNTRY

Type Issuing Country Passport No.

Full name/Name
HAN CHENG WEI (HAN DONG)
Nationality

Date of birth

Sex/Sexe Place of birth

Date of issue

Date of expiry

Issuing Authority

HAN<<CHENG<<WEI<<