# Bureau of Vital Statistics
## State Processing Guidelines for Enumeration at Birth

Social Security Administration

Securing today
and tomorrow

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## Enumeration at Birth (EAB)

### Introduction

Enumeration at birth (EAB) is a Social Security Administration (SSA) program that allows parents to complete applications for Social Security Numbers (SSNs) for their newborns as part of the hospital birth registration process. EAB is voluntary for parents; however, almost all parents utilize EAB to obtain an SSN for their child. Currently, approximately 99% of SSNs for infants are assigned through the EAB process.

In 1987, SSA implemented an EAB pilot in three states (New Mexico, Iowa, and Indiana) to test the feasibility of assigning SSNs to newborns automatically, with permission of the parent(s) in conjunction with the state birth registration process.

SSA worked with the three states to modify their unique state birth registration forms (i.e., birth certificate worksheet) to provide the parent(s) an opportunity to request an SSN.

The updated state birth registration forms contained all pertinent information (age, identity, and citizenship) needed to enumerate a newborn. No separate application (i.e., SS-5) was required. The states provided SSA with birth data for only those newborns for which SSNs had been requested.

During the pilot, EAB was used by over 70 percent of the parent(s) of newborns in the three states. Based upon this response, SSA decided to implement the service nationwide. The pilot, nationally implemented in 1989, was in use by 1997 in all 50 states plus Puerto Rico, New York City, and the District of Columbia. In 2021, the Commonwealth of Northern Mariana Islands became the 54th participant in the EAB program.

The documents in this package outline the system related aspects of this process. Included are the keying instructions and descriptions of the reports.

### Parents' SSNs: Requirements of the Taxpayer Relief Act of 1997

In addition to the information that states collect and electronically transmit to SSA for assignment of SSNs to newborns, the Taxpayer Relief Act of 1997 requires SSA to obtain from states the SSNs of the newborn's parents. Since 1999, SSA has passed this information to the Internal Revenue Service (IRS) to help them administer the provisions of the earned income tax credit relating to tax benefits based on support and residence of children. As a result of this federal law, SSA also asks that if the mother and/or father of the newborn has an SSN, the state Bureau of Vital Statistics (BVS) office should transmit those SSNs to SSA as part of the SSN application data.

## Collecting Information for EAB

To comply with federal law, the hospital or birthing center representative should ask for the parents' SSNs when collecting information to register the child's birth. While most parents have SSNs and should be able to provide them, SSA recognizes that there are situations where parents will not be able to provide SSNs. In these cases, the representative should assure parents who cannot provide SSNs that they can still apply for and receive an SSN for their child.

*Note: U.S. born children are generally considered to be U.S. citizens, and as such, are eligible for SSNs without regard to the parents' immigration status.*

## Providing Form SSA-2853 EAB Receipt to Parents

The hospital or birthing center representative should provide Form SSA-2853 (Message from Social Security) to parents applying for SSNs for their newborns as proof that they have elected that an SSN be assigned to their child through the EAB process. In addition to proving that an SSN has been requested, Form SSA-2853 provides a suggested time frame within which the parent should expect to receive the card for his/her child. The form is available in both English and Spanish.

There are five versions of each form, with the only difference being the length of time (as appropriate for the individual state) that it takes to get the card. The different versions of SSA-2853 are as follows:

| English Version | Spanish Version | Weeks |
|---|---|---|
| SSA-2853 OP2 | SSA-2853 OP2 SP | 3 weeks |
| SSA-2853 OP1 | SSA-2853 OP1 SP | 4 weeks |
| SSA-2853 | SSA-2853 SP | 5 weeks |
| SSA-2853 OP3 | SSA-2853 OP3 SP | 6 weeks |
| SSA-2853 OP4 | SSA-2853 OP4 SP | 10 weeks |

To determine which version of the Form SSA-2853 is appropriate:

- Hospitals and birthing centers can find the SSN processing time for their state at Social Security Online: *https://faq.ssa.gov/en-us/Topic/article/KA-01969*.
- Hospitals and birthing centers should use the appropriate version of the SSA-2853 based on the processing time of their state. In doing so, the parents are provided with a realistic timeframe as to when to expect delivery of their child's SSN card.

A Form SSA-2853 may be requested:

- In person through a local Social Security office.
- E-mail to *OFSM.OSWM.RQCT.Orders@ssa.gov*.
- FAX to 410-965-2037.

Requests must include all the following information:

- The name and telephone number of a personal contact.
- Mailing address.
  The name and version number of the form (e.g., Form SSA-2853 OP2, Message from Social Security)
- The number of "UNITS" being requested (forms are mailed in units of 100).

## EAB Technical Overview

Hospitals collect the data necessary for Enumeration and send it to their state agency, which then transmits it to SSA. The states transmit EAB records to SSA for enumeration of infants born within the past 12 months. EAB only issues original SSN cards; it does not issue replacement cards.

These files are electronically transmitted to SSA's National Computer Center through electronic interfaces with the state BVS.

EAB files are transmitted using one of the following options:

- **Government Services Online (GSO) System:** GSO enables authorized governmental organizations to conduct business with and submit confidential information to SSA. EAB data transmission occurs from Personal Computer (PC) to mainframe and then mainframe to PC over the secure internet data exchange GSO system.

- **Managed File Transfer (MFT):** MFT is a file transfer software package developed and supported by TIBCO. SSA uses MFT on the processing side and requires that all file transfers are done securely through a State Transmission Component (STC) (the

direct Virtual Private Network (VPN) connection between the state or jurisdiction BVS agency and SSA) using MFT. MFT was previously known as CyberFusion.

- Please note: The file transmission method (GSO or MFT) depends on the state/jurisdiction BVS agencies technical capabilities.

An automated control invoked within SSA's EAB processing ensures the EAB input file has not been previously processed. The EAB records are edited, reformatted and processed.

An EAB process notice file, which contains statistics, counts, and exceptions for a state submitting an EAB file, is created electronically and sent to the submitting state, and a copy is maintained at SSA. In addition, if duplicate records are found (but with different birth certificate numbers), the submitting state is notified with a separate process notice.

A daily electronic feedback report file of SSN(s) assigned is also provided to the states upon request. Data on the EAB feedback report is returned to the submitting state with the permission of the parent.

The report links the Birth Certificate Number (BCN) with the SSN assigned to that EAB input record. In addition to BCN and SSN, the feedback report also contains the following data: Child's Name, Child's Date of Birth (DOB), Place of Birth (POB) City and State, and Mother's Maiden Name.

# EAB File Layout and Specifications

The EAB file consists of a Header Record, an EAB Data Record and a Trailer Record. This section provides data entry guidelines and the file layout.

## EAB Header Record

The following table provides specifications for each field in the header record. If the record does follow these specifications, the file will not be processed.

| Position | Size | Field Name | Specifications |
|----------|------|------------|----------------|
| 1-6 | 6 | File Name | Mandatory<br><br>Value must be 'ESEAB.' |
| 7-8 | 2 | State Abbreviations | Mandatory<br><br>*(See Appendix 1 for valid state abbreviations)* |
| 9-14 | 6 | State Process Date | Mandatory<br><br>Format is MMDDYY<br><br>Valid Values:<br><br>• Month (MM) must be 01-12<br>• Day (DD) must be 01-31 and not exceed the maximum number of days in the month entered (Example: February cannot have 30 or 31 days)<br>• Year (YY) must be a current or previous |
| 15-20 | 6 | Volume Serial Number | Mandatory<br><br>Valid Values:<br><br>• 0-9<br><br>Invalid values:<br><br>• Space |
| 21-380 | 360 | Filler | Spaces |

## EAB Data Record

The following table provides specifications for each field in the EAB Data Record.

### Positions 1-57: Child's Name

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 1-16 | 16 | Child's First Name | Mandatory/ Left Justified<br><br>All entries must be in capital letters<br><br>Position 1 must contain A-Z<br><br>The last entry may be A-Z, or an apostrophe (')<br><br>A hyphen (-) may be the last entry only if it is entered in position 16<br><br>Multiple or compound names are accepted  must be separated by a space, an apostrophe ('), or a hyphen (-)<br><br>If the child has one name only, enter UNKNOWN as Child's First Name<br><br>Valid values:<br><br>• A-Z<br>• Apostrophe (')<br>• Hyphen (-)<br>• Space<br>• UNKNOWN<br><br>Invalid values:<br><br>• Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces<br>• Question mark (?)<br>• The words BABY, BABYBOY, BABYGIRL, BABY BOY, BABY GIRL, INFANT, NONAME, NO NAME, TEST, UNK, UNNAMED, UNAMED, UNAME, VOID<br>• UNKNOWN if there is middle name.<br><br>*See Appendix 6 for name formatting examples* |

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 17-32 | 16 | Child's Middle Name | Conditional<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>Position 17 may contain A-Z or a space<br><br>If position 17 is a space, then positions 18-32 must be all spaces<br><br>The last entry may be A-Z, or an apostrophe (')<br><br>A hyphen (-) may be the last entry only if it is entered in position 32<br><br>If 'UNKNOWN' is the Child's First Name, positions 17-32 must be spaces<br><br>If the child has one name only, positions 17-32 must be spaces<br><br>Multiple or compound names are accepted but must be separated by a space, an apostrophe ('), or a hyphen (-)<br><br>Valid values:<br><br>• A-Z<br>• Apostrophe (')<br>• Hyphen (-)<br>• Space<br><br>Invalid values:<br><br>• Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces<br>• Question mark (?)<br>• UNKNOWN<br><br>*See Appendix 6 for name formatting examples* |

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 33-53 | 21 | Child's Last Name | Mandatory<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>Position 33 must contain A-Z<br><br>The last entry in this field may be A-Z, a hyphen, or an apostrophe (')<br><br>If the child has one name only, enter the name is this field<br><br>Multiple or compound names are accepted must be separated by a space, an apostrophe ('), or a hyphen (-)<br><br>Valid values:<br><br>• A-Z<br>• Apostrophe (')<br>• Hyphen (-)<br>• Space<br><br>Invalid values:<br><br>• Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces<br>• Question mark (?)<br>• UNKNOWN<br><br>*See Appendix 6 for name formatting examples* |
| 54-57 | 4 | Surname Suffix | Conditional<br><br>Left Justified<br><br>*See Appendix 5 for valid suffix entries* |

## Positions 58-164: Mailing Address

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 58-97 | 40 | Street Line 1 | Mandatory |
| | | | Left Justified |
| | | | All entries must be in capital letters |
| | | | Position 58 must be filled |
| | | | If no mailing address is present, enter a question mark (?) in position 58 and leave spaces in positions 59-97 |
| | | | When more than 40 positions for Line 1 are needed, stop at a logical breaking point and continue on Line 2   Do not stop in the middle of a contiguous string of letters or numbers when going from line 1 to line 2 |
| | | | Key C/O in the first three positions of line 1 to indicate an in-care-of address followed by the name, institution, etc.  Key the street portion in the Street Address Line 2 field |
| | | | Valid values for position 58: |
| | | | <ul><li>A-Z</li><li>0-9</li><li>Question mark (?)</li></ul> |
| | | | Valid values for positions 59-97: |
| | | | <ul><li>A-Z</li><li>0-9</li><li>Hyphen (-)</li><li>Slash (/)</li><li>Space</li></ul> |
| | | | Invalid values: |
| | | | <ul><li>A hyphen (-) or slash (/) cannot not be in the last position</li><li>Consecutive combinations of hyphens (--), slashes (//), and/or spaces</li><li>Punctuation marks such as periods ( ), commas (,), and pound signs (#)</li></ul> |
| | | | *See Appendix 2 for street address standardized abbreviations* |
| | | | *See Appendix 3 for domestic address examples* |
| | | | *See Appendix 4 for foreign address formatting examples* |

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 98-137 | 40 | Street Line 2 | Conditional<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>If no mailing address is present, positions 98-137 must be spaces<br><br>Valid values for position 98:<br><br>• A-Z<br>• 0-9<br>• Question Mark (?)<br><br>Valid values for positions 99-137:<br><br>• A-Z<br>• 0-9<br>• Hyphen (-)<br>• Slash (/)<br>• Space<br><br>Invalid values:<br><br>• A hyphen (-) or slash (/) cannot not be in the last position<br>• Consecutive combinations of hyphens (--), slashes (//), and/or spaces<br>• Punctuation marks such as periods ( ), commas (,), question marks (?) and pound signs (#)<br><br>*See Appendix 2 for street address standardized abbreviations*<br><br>*See Appendix 3 for domestic address examples*<br><br>*See Appendix 4 for foreign address formatting examples* |

| Position | Size | Field Name | Specifications |
|----------|------|------------|----------------|
| 138-164 | 27 | City | **For Domestic Addresses Only** <br><br> Mandatory <br><br> Left Justified <br><br> All entries must be in capital letters <br><br> Positions 159-164 are reserved for foreign addresses. Any keyed data after position 159 will be dropped <br><br> Valid values for position 138: <br> • A-Z <br> • 0-9 <br><br> Valid values for positions 139-159: <br> • A-Z <br> • 0-9 <br> • Space <br><br> Invalid values: <br> • A question mark (?) is not valid in position 138 <br> • Consecutive spaces between alphabetic and numeric characters <br> • Puncutation marks such as periods (.), commas (,), and pound signs (#) <br><br> *See Appendix 3 for domestic address examples* |

| Position | Size | Field Name | Specifications |
|----------|------|-----------|----------------|
| 138-164 | 27 | City | **For Foreign Addresses Only**<br><br>Mandatory<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>Canada and Mexico are the only acceptable country entries in this field<br><br>Data **must be** in the following order: City, Province (or State), Country and Foreign Postal code<br><br>Abbreviate foreign city/province names as much as possible, (ex ON for Ontario, PE for Prince Edward Island, SK for Saskatchewan, BC for Baja California, SLP for San Luis Potosi, VC for Vera Cruz )<br><br>For Canada, the foreign postal code must be keyed as space, alpha, numeric, alpha, space, numeric, alpha, numeric<br><br>For Mexico, the foreign postal code must be keyed as five (5) consecutive digits, preceded by a space<br><br>Valid values for position 138:<br><br>&bull; A-Z<br>&bull; 0-9<br><br>Valid values for positions 139-164:<br><br>&bull; A-Z<br>&bull; 0-9<br>&bull; Spaces<br>&bull; CA, CAN, CDA, and CANADA<br>&bull; MX, MEX, MXO, and MEXICO<br><br>Invalid values:<br><br>&bull; A question mark (?) is not valid in position 138<br>&bull; Consecutive combinations of hyphens (--), slashes (//), and/or spaces<br><br>*See Appendix 4 for foreign address formatting examples* |

| Position | Size | Field Name | Specifications |
|----------|------|------------|----------------|
| 165-166 | 2 | State/Territory | Mandatory<br><br>Left Justified<br><br>Valid values:<br><br>• Alpha state abbreviations (*See Appendix 1*)<br>• 'FF' to indicate a foreign address ('FF' may be used with mailing addresses in Canada and Mexico only )<br><br>*Note: All records that contain 'FF' but do not have a Canada or Mexico address will be dropped* |
| 167-175 | 9 | Zip Code | Mandatory (for domestic mailing addresses)<br><br>Left Justified<br><br>Must contain five numeric values (if the Zip Code is present, and both the Zip Code and state/territory are valid)<br><br>Positions 167-169 must be consistent with the mailing address state abbreviation, unless it is a valid special zip code for the state<br><br>For Canada and Mexico, no entry in this field is allowed<br><br>Valid values:<br><br>• 0-9 |

## Positions 176-183: Date of Birth

| Position | Size | Field Name | Specifications |
|----------|------|------------|----------------|
| 176-183 | 8 | Date of Birth | Mandatory<br><br>Left Justified<br><br>The format is MMDDCCYY<br><br>Valid values:<br><br>• Month (MM) must be 01-12<br>• Day (DD) must be 01-31 and not exceed the maximum number of days in the month entered (Example: February cannot have 30 or 31 days)<br>• Century (CC) must be 20<br>• Year (YY) must be a current or previous<br><br>*Note: The file will not be processed for children over 12 months old (birth date to SSA process date)* |

## Position 184: Sex Code

| Position | Size | Field Name | Specifications |
|----------|------|------------|----------------|
| 184 | 1 | Sex Code | Mandatory<br><br>All entries must be in capital letters<br><br>Valid values:<br><br>• 'M' to indicate male<br>• 'F' to indicate female<br><br>Invalid value:<br><br>• 'U' to indicate UNKNOWN |

## Positions 185-211: City of Birth

| Position | Size | Field Name | Specifications |
|----------|------|------------|----------------|
| 185-211 | 27 | City of Birth | Mandatory<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>A question mark (?) may be in position 185, only if positions 186-211 are all spaces<br><br>Valid values for position 185:<br>• Question mark (?)<br>• A-Z<br>• 0-9<br><br>Valid values for positions 186-211:<br>• A-Z<br>• 0-9<br>• Non-consecutive spaces |

## Positions 212-213: State of Birth

| Position | Size | Field Name | Specifications |
|----------|------|------------|----------------|
| 212-213 | 2 | State of Birth | Mandatory<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>Valid values:<br>• Alpha state abbreviations (*See Appendix 1*) |

## Positions 214-270: Mother's Name

| Position | Size | Field Name | Specifications |
|----------|------|------------|----------------|
| 214-229 | 16 | Mother's First Name | Mandatory <br><br> Left Justified <br><br> All entries must be in capital letters <br><br> Position 214 may be A-Z or a question mark (?) <br><br> The last entry in this field may be A-Z or an apostrophe (') <br><br> A question mark (?) may be in position 214, only if positions 215-229 are all spaces <br><br> A hyphen (-) may be the last entry of the name only if it is entered in position 229 <br><br> For Multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-) <br><br> Valid values: <br><br> • A-Z <br> • Apostrophe (') <br> • Hyphen (-) <br> • Question mark (?) <br> • Space <br> • UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown) <br><br> Invalid values: <br><br> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid <br><br> *See Appendix 6 for name formatting examples* |

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 230-245 | 16 | Mother's Middle Name | Conditional<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>Position 230 may be A-Z or a question mark (?)<br><br>The last entry in this field may be A-Z or an apostrophe (')<br><br>A question mark (?) may be in position 230, only if positions 231-245 are all spaces<br><br>A hyphen (-) may be the last entry of the name only if it is entered in position 245<br><br>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)<br><br>Valid values:<br><br>• A-Z<br>• Apostrophe (')<br>• Hyphen (-)<br>• Question mark (?)<br>• Space<br>• Multiple or compound names<br>• UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown)<br><br>Invalid values:<br><br>• Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid<br><br>*See Appendix 6 for name formatting examples* |

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 246-266 | 21 | Mother's Maiden Name | Mandatory<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>Position 246 may be A-Z or a question mark (?)<br><br>The last entry in this field may be A-Z or an apostrophe (')<br><br>A question mark (?) may be in position 246, only if positions 247-266 are all spaces<br><br>A hyphen (-) may be the last entry of the name only if it is entered in position 266<br><br>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)<br><br>Valid values:<br><ul><li>A-Z</li><li>Apostrophe (')</li><li>Hyphen (-)</li><li>Question mark (?)</li><li>Space</li><li>Multiple or compound names</li><li>UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown)</li></ul>Invalid values:<br><ul><li>Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid</li></ul>*See Appendix 6 for name formatting examples* |
| 267-270 | 4 | Mother's Surname Suffix | Conditional<br><br>Left Justified<br><br>*See Appendix 5 for valid suffix entries* |

## Positions 271-327: Father's Name

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 271-286 | 16 | Father's First Name | Mandatory<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>Position 271 may be A-Z or a question mark (?)<br><br>The last entry in this field may be A-Z or an apostrophe (')<br><br>A question mark (?) may be in position 271 only if positions 272-286 are all spaces<br><br>A hyphen (-) may be the last entry of the name only if it is entered in position 286<br><br>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)<br><br>Valid values:<br><ul><li>A-Z</li><li>Apostrophe (')</li><li>Hyphen (-)</li><li>Question mark (?)</li><li>Space</li><li>Multiple or compound names</li><li>UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown)</li></ul>Invalid values:<br><ul><li>Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid</li></ul>*See Appendix 6 for name formatting examples* |

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 287-302 | 16 | Father's Middle Name | Conditional<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>Position 287 may be A-Z or a question mark (?)<br><br>The last entry in this field may be A-Z or an apostrophe (')<br><br>A question mark (?) may be in position 287, only if positions 288-302 are all spaces<br><br>A hyphen (-) may be the last entry of the name only if it is entered in position 302<br><br>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)<br><br>Valid values:<br><ul><li>A-Z</li><li>Apostrophe (')</li><li>Hyphen (-)</li><li>Question mark (?)</li><li>Space</li><li>Multiple or compound names</li><li>UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown)</li></ul>Invalid values:<br><ul><li>Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid</li></ul>*See Appendix 6 for name formatting examples* |

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 303-323 | 21 | Father's Last Name | Mandatory<br><br>Left Justified<br><br>All entries must be in capital letters<br><br>Position 303 may be A-Z or a question mark (?)<br><br>The last entry in this field may be A-Z or an apostrophe (')<br><br>A question mark (?) may be in position 303, only if positions 304-323 are all spaces<br><br>A hyphen (-) may be the last entry of the name only if it is entered in position 323<br><br>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)<br><br>Valid values:<br><ul><li>A-Z</li><li>Apostrophe (')</li><li>Hyphen (-)</li><li>Question mark (?)</li><li>Space</li><li>Multiple or compound names</li><li>UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown)</li></ul>Invalid values:<br><ul><li>Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid</li></ul>*See Appendix 6 for name formatting examples* |
| 324-327 | 4 | Father's Surname Suffix | Conditional<br><br>Left Justified<br><br>*See Appendix 5 for valid suffix entries* |

## Position 328: Citizenship Code

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 328 | 1 | Citizenship Code | Mandatory<br><br>Must always be '1' |

## Position 329: Filler

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 329 | 1 | Filler | Must always be a space |

## Position 330: Multiple Birth Code

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 330 | 1 | Multiple Birth Code | Mandatory<br>Valid values:<br>• 'Y' to indicate multiple births are involved<br>• 'N' to indicate multiple births are not involved<br>• Space to indicate the information is unavailable |

## Position 331: Feedback Release

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 331 | 1 | Feedback Release | Conditional<br>Valid values:<br>• 'Y' to indicate permission is granted<br>• 'N' to indicate permission is not granted<br>• Space to indicate the information is unavailable<br><br>*Note: The purpose of this field is to indicate if permission has been granted for SSA to disclose the assigned SSN to the state* |

## Position 332-342: Birth Certificate Number

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 332-342 | 11 | Birth Certificate Number | Mandatory<br><br>Left Justified<br><br>Positions 332-334 must contain a valid BCN code. (The two character alpha state abbreviation associated with the BCN must match the state used for place of birth)<br><br>Positions 335-336 must be the current or prior year and must match the DOB year<br><br>Positions 337-342 may contain A-Z and 0-9<br><br>*Note: The file will not be processed if it contains duplicate BCNs*<br><br>*See Appendix 1 for valid BCN codes* |

## Position 343-351: Mother's SSN

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 343-351 | 9 | Mother's SSN | Conditional<br><br>Left Justified<br><br>If present, must be nine numeric characters<br><br>Must be a valid SSN<br><br>Valid values:<br>  • 0-9<br>  • All spaces |

**Position 352-360: Father's SSN**

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 352-360 | 9 | Father's SSN | Conditional<br><br>Left Justified<br><br>If present, must be nine numeric characters<br><br>Must be a valid SSN<br><br>Valid values:<br><br>• 0-9<br>• All spaces |

**Position 361-380: Filler**

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 361-380 | 20 | Filler | Must be all spaces |

## EAB Trailer Record

The following table defines the trailer record control data.

| Position | Size | Field Name | Specifications |
|---|---|---|---|
| 1-6 | 6 | File Name | Mandatory<br>Value must be "ESEAB." |
| 7-8 | 2 | State Abbreviations | Mandatory<br>*See Appendix 1 for state abbreviations* |
| 9-14 | 6 | State Process Date | Mandatory<br>Format is MMDDYY<br>Valid Values:<br>• Month (MM) must be 01-12<br>• Day (DD) must be 01-31 and not exceed the maximum number of days in the month entered (Example: February cannot have 30 or 31 days)<br>• Year (YY) must be a current or previous |
| 15-20 | 6 | Volume Serial Number | Mandatory<br>Valid Values:<br>• 0-9<br>Invalid Values:<br>• Space |
| 21-26 | 6 | Birth Record Count | Mandatory<br>Valid Values:<br>• 0-9 |
| 27-32 | 6 | Birth Record Universe | Mandatory<br>Valid Values:<br>• 0-9 |
| 33-380 | 348 | Filler | Spaces |

*Note: The first twenty positions of the trailer record and header record must match.*

## EAB Process Notice Reports

### EAB Process Notice Report

The Process Notice Report is an output file that is provided to the states. This report displays the processing results of each file that the state submitted.

### File Identification Data

This section displays the following general data and record counts:

- Volume Serial - The six (6) alpha/numeric serial number submitted in the first control record

- State Process Date - The six (6) numeric digits in the first control record (header record) to indicate the date the file was created

- Birth Record Universe - The six (6) numeric digits from the last control record (trailer record) that indicates the total births in a state (entity) for the fiscal year

- Records Input - The six (6) numeric digits from the last control record (trailer record) that indicates the number of records actually input

- Percent of Universe - This percentage compares the number of babies enumerated (records input) with total births for the fiscal year (Birth Record Universe)

- EAB Duplicate Records - The number of input records which had duplicate birth certificate numbers

- Birth Records That Exceed 2 Months - The number of records for which the child's Date of Birth was greater than 2 months

- Number of Exception Records - This is the number of input records that did not process due to error(s) in the data

- Error Rate - The percentage of records rejected due to errors

- Records Processed - This number represents the number of records successfully processed

- Process Message - One of the following messages is displayed in this column to indicate the processing status:

| Message | Description |
| --- | --- |
| File Processed | No format, count inconsistencies or excessive error conditions were processed |
| File processed but your record count = [X] Receipt count = [Y] | The birth record count provided did not agree with the number of records processed |
| File Not Processed, errors GT 5% Tolerance | The file could not be processed because more than 5% of the records submitted contained errors. *Correct and re-submit.* |
| File Not Processed, 1st control record in error: | The file could not be processed because the first control record did not conform to the requirements stated in the EAB Header Record. *Correct and re-submit.* |
| File Not Processed, last control record in error: | The file could not be processed because the last control record did not conform to the requirements stated in the EAB Trailer Record. *Correct and re-submit.* |
| File Not Processed, Not Auth: | The file could not be processed because the state is not certified for EAB. |
| File Not Processed, Duplicate File: | The file could not be processed because it is a duplicate. |
| File Not Processed; No Data Records on File | The file could not be processed because the header and trailer records contained no data. *Correct and resubmit.* |

## Error Summary

This section lists the field number, field name and total field error counts for the records that did not process because they contained errors.  If a record has more than one field in error, each error is included in the field error count.

See Error/Alert Recap section Page 2 of the report.  Review message under "Input Data" and "Error Message" to determine the reason the record was not processed.

**Alert Summary**

This section displays conditions and total alert counts for fields that were electronically corrected by SSA.

See Error/Alert Recap section on page two of the report. If the legend under "Error Message" equals one of the alert conditions below, the field was corrected and the record processed.

The following alert conditions may be displayed:

- <u>Literal Blank in Position 329</u> - Converted to blank

- <u>Invalid Feedback Release Indicator</u> -  If field did not contain 'Y', 'N', or blank, converted to blank

- <u>Invalid Multiple Birth Code</u> -  If field did not contain 'Y', 'N', or blank, converted to blank

- <u>Invalid Citizenship Code</u> - Number of input records which had an invalid Citizenship Code.  Citizenship Code must always be '1' and is automatically converted to '1'

**Feedback Yes Count**

This section provides the number of input records containing a 'Y' in the Feedback Release Count field.

**Input Statistics by Month**

This section shows a statistical breakdown of the input records processed in the file by birth month.

- <u>Earliest Birth</u> - Earliest birth date on the file

- <u>Latest Birth</u> - Latest birth date on the file

**Error/Alert Recap**

This section lists a summary of any errors or alerts.

Line 1 displays data from the input record:

- <u>Birth Number</u> - The birth certificate number submitted

- <u>First Name</u> - The child's first name

- <u>Middle Name</u> - The child's middle name

- <u>Last Name</u> - The child's last name

- <u>Suffix</u> - The suffix following the child's surname (if applicable)

- <u>DOB</u> - The child's date of birth

Line 2 displays information for fields that contained errors:

- <u>Field</u> - The field number indicated in the Error Summary.  If an Alert Condition is displayed, no number will be present

- <u>Input Data</u> - The keyed data from field that was not accepted

- <u>Error Messages</u> - The reason that the field was not accepted

## Sample Process Notice Report

| MM/DD/CCYY | ENUMERATION AT BIRTH PROCESS NOTICE FOR (state) | PAGE 1 0F 2 |

FILE IDENTIFICATION DATA (V3)

| VOLUME SERIAL | STATE PROCESS DATE | BIRTH RECORD UNIVERSE | RECORDS INPUT | PERCENT OF UNIVERSE | EAB DUPLICATE RECORDS | BIRTH RECORDS THAT EXCEED 2 MONTHS | NUMBER OF EXCEPTION RECORDS | ERROR RATE | RECORDS PROCESSED | PROCESS MESSAGE |
|---|---|---|---|---|---|---|---|---|---|---|
| XXXXXX | MMDDYY | 999,999 | 999,999 | 999 | 999999 | 999999 | 999999 | 99 | 999,999 | XXXXXXXXX |

ERROR SUMMARY

ALERT SUMMARY

| FIELD NUMBER | FIELD NAME | FIELD ERRORS | | ALERT CONDITION | |
|---|---|---|---|---|---|
| 1 | CHILDS FIRST NAME | 999 | | INVALID FEEDBACK RELEASE INDICATOR | 999 |
| 2 | CHILDS MIDDLE NAME | 999 | | INVALID MULTIPLE BIRTH CODE | 999 |
| 3 | CHILDS SURNAME | 999 | | INVALID CITIZENSHIP CODE | 999 |
| 4 | CHILDS SURNAME SUFFIX | 999 | | TOTAL ALERTS | 99999 |
| 5 | STREET ADDRESS 1$^{ST}$ LINE | 999 | | | |
| 6 | STREET ADDRESS 2$^{nd}$ LINE | 999 | | | |
| 7 | STREET ADDRESS 3$^{RD}$ LINE | 999 | | | |
| 8 | STREET ADDRESS 4$^{TH}$ LINE | 999 | | | |
| 9 | CITY ADDRESS | 999 | | | |
| 10 | STATE ADDRESS | 999 | | | |
| 11 | ZIP CODE | 999 | | | |
| 12 | FOREIGN POSTAL CODE | 999 | | FEEDBACK YES COUNT | 999,999 |
| 13 | FOREIGN COUNTRY | 999 | | | |
| 14 | CONSULAR CODE | 999 | | | |
| 15 | DATE OF BIRTH | 999 | | | |
| 16 | SEX | 999 | | | |
| 17 | CITY/COUNTY OF BIRTH | 999 | | | |
| 18 | STATE OF BIRTH | 999 | | | |
| 19 | MOTHERS FIRST NAME | 999 | | | |
| 20 | MOTHERS MIDDLE NAME | 999 | | | |
| 21 | MOTHERS MAIDEN NAME | 999 | | | |
| 22 | MOTHERS SURNAME SUFFIX | 999 | | | |
| 23 | FATHERS FIRST NAME | 999 | | | |
| 24 | FATHERS MIDDLE NAME | 999 | | | |
| 25 | FATHERS SURNAME | 999 | | | |
| 26 | FATHERS SURNAME SUFFIX | 999 | | | |
| 27 | BIRTH CERTIFICATE NUMBER | 999 | | | |
| | TOTAL ERRORS | 9999 | | | |

## Sample Process Notice Report Continued

PAGE 2 0F 2

INPUT STATISTICS BY BIRTH MONTH

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|------|------|------|------|------|------|------|------|------|------|------|------|
| 9,999 | 9,999 | 9,999 | 9,999 | 9,999 | 9,999 | 9,999 | 9,999 | 9,999 | 9,999 | 9,999 | 9,999 |

EARLIEST BIRTH MM-DD-CCYY                                       LASTEST BIRTH MM-DD-CCYY

MM/DD/CCYY                                    ENUMERATION AT BIRTH PROCESS NOTICE FOR (State)
                                                        ERROR/ALERT RECAP

BIRTH  NUMBER       FIRST NAME        MIDDLE NAME              LAST NAME                    SUFFIX    DOB

FIELD      INPUT DATA                      ERROR MESSAGES

99999999999   XXXXXXXXXXXXXXX  XXXXXXXXXXXXXXX              XXXXXXXXXXXXXXXXXXXXXXX    XXXX    MMDDCCYY
99          XXXXXXXXXXXXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

## EAB Duplicate Records Process Notice 2 Report

An additional report is generated when multiple files are received on the same day from the same state, and duplicate records are encountered.

The report is comprised of two sections:

### File Identification Data

This section lists the field number, field name, and total field errors of the duplicate records that did not process because they failed to meet data entry requirements. This is a BVS report created for duplicate records where all other data elements are the same except for the BCN, or the BCN is the same and data is different. A report is not created if there are no duplicate records

- Field 28: Different BCN - Same Data
- Field 29: Same BCN

### Error Recap

This section displays a summary of the errors with no section headers.

Line 1 displays pertinent data from the input record including:

- Birth Certificate Number submitted
- Child's First Name
- Child's Middle Name
- Child's Last Name
- Child's Suffix
- Child's Date of Birth

Line 2 displays information relating to the field that was not acceptable in accordance with the requirements:

- Field number indicated in the 'File Identification Data; (Field 28 or 29)
- Message stating the information received in the field was determined to be unacceptable
- Reason the field was determined to be unacceptable

*Note: Line 1 and 2 information will be presented for each duplicate record*

## Sample State Process Notice 2 Report

```
MM/DD/CCYY                    ENUMERATION AT BIRTH DUPLICATE RECORDS PROCESS  2 NOTICE FOR (state)     PAGE  1
FILE IDENTIFICATION DATA  (V1)

    28    DIFFERENT BCN-SAME DATA     999
    29    SAME BCN              999
          TOTAL ERR            999




MM/DD/CCYY       ENUMERATION AT BIRTH DUPLICATE PROCESS 2 NOTICE FOR (State)
          ERROR RECAP




99999999999    XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX  XXXX     MMDDCCYY
99 XXXXXXXXXXXXXXXXXXXXX           XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Note:    The following error message will be displayed for all errors on this report: "DUPLICATE RECORD-DIFFERENT BCN"

# Appendices

## Appendix 1 – State/Territory Abbreviations and BCN Codes

| State/Territory | Abbrev | BCN |
|---|---|---|
| Alabama | AL | 101 |
| Alaska | AK | 150 |
| American Samoa Mailing | AS | 161 |
| American Samoa POB State | AQ | 161 |
| Arizona | AZ | 102 |
| Arkansas | AR | 103 |
| California | CA | 104 |
| Colorado | CO | 105 |
| Connecticut | CT | 106 |
| Delaware | DE | 107 |
| District of Columbia Mailing | DC | 108 |
| District of Columbia POB State | DC | 108 |
| Florida | FL | 109 |
| Georgia | GA | 110 |
| Guam  Mailing | GU | 160 |
| Guam POB State | GQ | 160 |
| Hawaii | HI | 151 |
| Idaho | ID | 111 |
| Illinois | IL | 112 |
| Indiana | IN | 113 |
| Iowa | IA | 114 |
| Kansas | KS | 115 |
| Kentucky | KY | 116 |
| Louisiana | LA | 117 |
| Maine | ME | 118 |
| Maryland | MD | 119 |
| Massachusetts | MA | 120 |
| Michigan | MI | 121 |
| Minnesota | MN | 122 |
| Mississippi | MS | 123 |

| State/Territory | Abbrev | BCN |
|---|---|---|
| Missouri | MO | 124 |
| Montana | MT | 125 |
| Nebraska | NE | 126 |
| Nevada | NV | 127 |
| New Hampshire | NH | 128 |
| New Jersey | NJ | 129 |
| New Mexico | NM | 130 |
| New York City Mailing | NY | 156 |
| New York City POB State | NQ | 156 |
| New York State | NY | 131 |
| North Carolina | NC | 132 |
| North Dakota | ND | 133 |
| Commonwealth of Northern Mariana Islands Mailing | MP | 162 |
| Commonwealth of Northern Mariana Islands POB State | CQ | 162 |
| Ohio | OH | 134 |
| Oklahoma | OK | 135 |
| Oregon | OR | 136 |
| Pennsylvania | PA | 137 |
| Puerto Rico Mailing | PR | 152 |
| Puerto Rico POB State | RQ | 152 |
| Rhode Island | RI | 138 |
| South Carolina | SC | 139 |
| South Dakota | SD | 140 |
| Tennessee | TN | 141 |
| Texas | TX | 142 |
| Utah | UT | 143 |
| Vermont | VT | 144 |

| State/Territory | Abbrev | BCN |
|---|---|---|
| Virgin Islands Mailing | VI | 153 |
| Virgin Islands POB State | VQ | 153 |
| Virginia | VA | 145 |

| State/Territory | Abbrev | BCN |
|---|---|---|
| Washington | WA | 146 |
| West Virginia | WV | 147 |
| Wisconsin | WI | 148 |
| Wyoming | WY | 149 |

## Appendix 2 – Standardized Abbreviations of Street Address Information

| Address | Abbrev | Address | Abbrev |
|---|---|---|---|
| Academy | ACAD | College | CLG |
| Air Force Base | AFB | Club | CLB |
| Agency | AGNCY | Common | CMM |
| Airport | ARPRT | Corner | COR |
| Alley | ALY | Corners | CORS |
| Annex | ANX | Course | CRSE |
| Arcade | ARC | Court | CT |
| Arsenal | ARSL | Courts | CTS |
| Avenue | AVE | Cove | CV |
| Bayou | BYU | Creek | CRK |
| Beach | BCH | Crescent | CRES |
| Bend | BND | Crossing | XING |
| Big | BG | Dale | DL |
| Black | BLK | Dam | DM |
| Boulevard | BLVD | Depot | DPO |
| Bluff | BLF | Divide | DV |
| Bottom | BTM | Drive | DR |
| Branch | BR | East | E |
| Bridge | BRG | Estates | EST |
| Brook | BRK | Expressway | EXPY |
| Burg | BG | Extended | EXT |
| Bypass | BYP | Extension | EXT |
| Camp | CP | Fall | FL |
| Canyon | CYN | Falls | FLS |
| Cape | CPE | Farms | FRMS |
| Causeway | CSWY | Ferry | FRY |
| Center | CTR | Field | FLD |
| Central | CLT | Fields | FLDS |
| Church | CHR | Flats | FLT |
| Churches | CHRS | Ford | FRD |
| Circle | CIR | Forest | FRST |
| City | CY | Forge | FRG |
| Clear | CLR | Fork | FRK |
| Cliffs | CLFS | Forks | FRKS |

| Address | Abbrev | | Address | Abbrev |
|---------|--------|---|---------|--------|
| Fort | FT | | Light | LGT |
| Fountain | FTN | | Little | LTL |
| Freeway | FWY | | Loaf | LF |
| Furnace | FURN | | Locks | LCKS |
| Gardens | GDNS | | Lodge | LDG |
| Gateway | GTWY | | Loop | LOOP |
| Glen | GLN | | Lower | LWR |
| Grand | GRND | | Mall | MALL |
| Great | GR | | Manor | MNR |
| Green | GRN | | Meadows | MDWS |
| Ground | GRD | | Meeting | MTG |
| Grove | GRV | | Memorial | MEM |
| Harbor | HBR | | Middle | MDL |
| Haven | HVN | | Mile | MLE |
| Heights | HTS | | Mill | ML |
| High | HI | | Mills | MLS |
| Highlands | HGLDS | | Mines | MNS |
| Highway | HWY | | Missions | MSN |
| Hill | HL | | Mound | MND |
| Hills | HLS | | Mount | MT |
| Hollow | HOLW | | Mountain | MTN |
| Hospital | HOSP | | National | NAT |
| Hot | H | | Naval Air Station | NAS |
| House | HSE | | Neck | NCK |
| Inlet | INLT | | New | NW |
| Institute | INST | | North | N |
| Island | IS | | Orchard | ORCH |
| Islands | IS | | Oval | OVAL |
| Isle | IS | | Palms | PLMS |
| Junction | JCT | | Park | PARK |
| Key | KY | | Parkway | PKY |
| Knolls | KNLS | | Pass | PASS |
| Landing | LNDG | | Path | PATH |
| Lake | LK | | Pike | PIKE |
| Lakes | LKS | | Pillar | PLR |
| Lane | LN | | Pines | PNE |

| Address | Abbrev |
|---|---|
| Place | PL |
| Plain | PLN |
| Plains | PLNS |
| Plaza | PLZ |
| Point | PT |
| Port | PRT |
| Prairie | PR |
| Radial | RADL |
| Ranch | RNCH |
| Ranches | RNCHS |
| Rapids | RPDS |
| Resort | RESRT |
| Rest | RST |
| Ridge | RDG |
| River | RIV |
| Road | RD |
| Rock | RK |
| Row | ROW |
| Run | RUN |
| Rural | R |
| Saint | ST |
| Sainte | ST |
| San | SN |
| Santa | SN |
| Sante | SN |
| School | SCH |
| Seminary | SMNRY |
| Shoal | SHL |
| Shoals | SHLS |
| Shore | SHR |
| Shores | SHRS |
| Siding | SDG |
| South | S |
| Space Flight Center | SFC |
| Speedway | SPDWY |
| Spring | SPG |

| Address | Abbrev |
|---|---|
| Springs | SPGS |
| Spur | SPUR |
| Square | SQ |
| State | ST |
| Station | STA |
| Street | ST |
| Stream | STRM |
| Sulphur | SLPHR |
| Summit | SMT |
| Switch | SWCH |
| Tannery | TNRY |
| Tavern | TVRN |
| Terminal | TERM |
| Terrace | TER |
| Ton | TN |
| Tower | TWR |
| Town | TWN |
| Trace | TRCE |
| Track | TRAK |
| Trail | TRL |
| Trailer | TRLR |
| Tunnel | TUNL |
| Turnpike | TPKE |
| Upper | UPR |
| Union | UN |
| University | UNIV |
| Valley | VLY |
| Viaduct | VIA |
| View | VW |
| Village | VLG |
| Ville | VL |
| Vista | VIS |
| Walk | WALK |
| Water | WTR |
| Way | WAY |
| Wells | WLS |
| West | W |

| Address | Abbrev |
|---------|--------|
| White | WHT |
| Works | WKS |

| Address | Abbrev |
|---------|--------|
| Yards | YDS |

## Appendix 3 – Domestic Address Formats

| Address | Field Name | Key As |
|---|---|---|
| 123 Main Way<br>Salt Lake City, Utah 84024 | Street Line 1 | 123 MAIN WAY |
| | Street Line 2 | |
| | City | SALT LAKE CITY |
| | State | UT |
| | Zip Code | 84024 |
| Hummingbird Circle<br>Apartment Number 104<br>Omaha, Nebraska 68057 | Street Line 1 | HUMMINGBIRD CIR APT NUMBER 104 |
| | Street Line 2 | |
| | City | CITY |
| | State | ST |
| | Zip Code | 68057 |
| Care of University General Hospital<br>6301 Lombard Street<br>Baltimore, Maryland 21208 | Street Line 1 | C/O UNIVERSITY GENERAL HOSPITAL |
| | Street Line 2 | 6301 LOMBARD ST |
| | City | BALTIMORE |
| | State | MD |
| | Zip Code | 21208 |

| Address | Field Name | Key As |
|---------|------------|--------|
| 1234 Calle Aurora<br>Mayaguez, Puerto Rico 00680-1233 | Street Line 1 | 1234 CALLE AURORA |
| | Street Line 2 | |
| | City | MAYAGUEZ |
| | State | PR |
| | Zip Code | 006801233 |
| 123 Agnes Fancy<br>St. Thomas, Virgin Islands 00802-1222 | Street Line 1 | 123 AGNES FANCY |
| | Street Line 2 | |
| | City | ST THOMAS |
| | State | VI |
| | Zip Code | 008021222 |
| ? | Street Line 1 | ? |
| | Street Line 2 | |
| | City | |
| | State | |
| | Zip Code | |

## Appendix 4 – Canada and Mexico Address Formats

| Address | Field Name | Key As |
|---|---|---|
| 10 Tarragon Court Apt 1b<br>Calgary, Alberta, Canada<br>A2v 4z3 | Street Line 1 | 10 TARRAGON CT APT 1B |
| | Street Line 2 | |
| | City | CALGARY ALBERTA CN A2V 4Z3 |
| | State/Territory | FF |
| | Zip Code | |
| 10-123 1/2 Main Street SE<br>Montreal, Quebec H3z 2y7 | Street Line 1 | 10-123 1/2 MAIN ST SE |
| | Street Line 2 | |
| | City | QUEBEC CAN H3Z 2Y7 |
| | State/Territory | FF |
| | Zip Code | |
| P O Box #24-A, 4 Applegate Lane<br>Henry Hudson Apts 7th Floor<br>St John, New Brunswick, Canada<br>C7k 8z2 | Street Line 1 | P O BOX 24-A 4 APPLEGATE LA |
| | Street Line 2 | HENRY HUDSON APTS 7TH FL |
| | City | ST JOHN NB CDA C7K 8Z2 |
| | State/Territory | FF |
| | Zip Code | |

| Address | Field Name | Key As |
|---|---|---|
| 4547 Solar Flare Road<br>Boisenberry Delightful Towers<br>Chateauguay Quebec Canada | Street Line 1 | 4547 SOLAR FLARE RD |
| | Street Line 2 | BOISENBERRY DELIGHTFUL TOWERS |
| | City | CHATEAUGUAY QUEBEC CANADA |
| | State/Territory | FF |
| | Zip Code | |
| C/O Hank Long, 65 Norm Place Apt 1<br>Baja California Norte Mexico 87953 | Street Line 1 | C/O HANK LONG 65 NORM PL APT 1 |
| | Street Line 2 | |
| | City | BCN MXO 87953 |
| | State/Territory | FF |
| | Zip Code | |
| 12 Holly Lane @ Ford Street, Apt #3<br>5th Floor Tower<br>Villagran Mex Tamaul | Street Line 1 | 12 HOLLY LANE AT FORD ST APT 3 |
| | Street Line 2 | 5TH FLOOR TOWER |
| | City | VILLAGRAN TAMAUL MEX |
| | State/Territory | FF |
| | Zip Code | |

| Address | Field Name | Key As |
|---|---|---|
| 900 Fountain Road, Green Acres Farmers Estate<br>On The Sonora<br>Ciudad, Juarez Chihuahua, Mexico 61088 | Street Line 1 | 900 FOUNTAIN ROAD |
| | Street Line 2 | GREEN ACRES FARMERS ESTATE ON THE SONORA |
| | City | CIUDAD JUAREZ CHIHUAHUA MEXICO 61088 |
| | State/Territory | FF |
| | Zip Code | |
| Pozo Nopol, Mexico 87823 | Street Line 1 | ? |
| | Street Line 2 | |
| | City | POZO NOPOL MX 87823 |
| | State/Territory | FF |
| | Zip Code | |

## Appendix 5 – Suffix Formats

| Surname Suffix | Abbrev |
| --- | --- |
| Junior | JR |
| Senior | SR |
| 1st | I |
| 2nd | II |
| 3rd | III |
| 4th | IV |
| 5th | V |
| 6th | VI |
| 7th | VII |
| 8th | VIII |
| 9th | IX |
| 10th | X |
| 11th | XI |
| 12th | XII |
| 13th | XIII |
| 14th | XIV |
| 15th | XV |
| 16th | XVI |
| 17th | XVII |

## Appendix 6 – Name Formats

| Name | Field Name | Key As |
|---|---|---|
| Test Name | First Name | TEST |
| | Middle Name | |
| | Last Name | NAME |
| | Surname Suffix | |
| Test Name One | First Name | TEST |
| | Middle Name | NAME |
| | Last Name | ONE |
| | Surname Suffix | |
| Test Name One Jr | First Name | TEST |
| | Middle Name | NAME |
| | Last Name | ONE |
| | Surname Suffix | JR |
| First Compound Test Name | First Name | FIRST COMPOUND |
| | Middle Name | TEST |
| | Last Name | NAME |
| | Surname Suffix | |
| First-Compound Test Name | First Name | FIRST-COMPOUND |
| | Middle Name | TEST |
| | Last Name | NAME |
| | Surname Suffix | |

| Name | Field Name | Key As |
|---|---|---|
| T'est Name | First Name | T'EST |
| | Middle Name | |
| | Last Name | NAME |
| | Surname Suffix | |
| Nameislongerthan Sixteen Test | First Name | NAMEISLONGERTHA- |
| | Middle Name | SIXTEEN |
| | Last Name | TEST |
| | Surname Suffix | |
| Test Nameislongerthan Sixteen | First Name | TEST |
| | Middle Name | NAMEISLONGERTHA- |
| | Last Name | SIXTEEN |
| | Surname Suffix | |
| Test One Namelongerthantwentyone | First Name | TEST |
| | Middle Name | ONE |
| | Last Name | NAMELONGERTHANTWENTY- |
| | Surname Suffix | |
| Test Name One-Two | First Name | TEST |
| | Middle Name | NAME |
| | Last Name | ONE-TWO |
| | Surname Suffix | |

| Name | Field Name | Key As |
|---|---|---|
| St Test Name | First Name | ST TEST |
| | Middle Name | |
| | Last Name | NAME |
| | Surname Suffix | |
| Name | First Name | UNKNOWN |
| | Middle Name | |
| | Last Name | NAME |
| | Surname Suffix | |

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