



# How to Reconcile Name Variations

A special webinar presentation by the  
**NATIONAL NOTARY ASSOCIATION**



# Common Situations

Signer has legally changed name as reflected on the document but has not yet changed ID card.

Signer is named on ID with hyphenated name but the document only contains part of that name.

Signer is named on the ID as 'Junior' or 'II'... but the document lacks that indication.



# Topics We Will Address Today

- **The importance of reconciling name variations**
- **Three possible ways to reconcile name variations**



# Notary's Role

Verify that the signer is who he or she claims to be



# ID Variations

Marriage or divorce

Nicknames

Multiple last names and hyphenations



# Name on Identification vs. Name on Document

We will not address signatures. A handwritten signature is the representation of the person's intent to be bound by whatever he or she is signing.



# Three Ways to Reconcile

Determine if name difference is acceptable



Have signer provide additional identification



Have the signer sign with “AKA”



# “Less but Not More”

- **The Notary’s personal knowledge of the signer**
- **The oath or affirmation of a credible witness**
- **Identification documents**





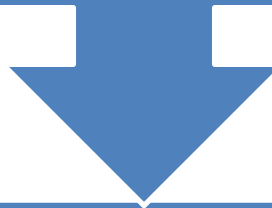
# “Less but not More”

Name on Document	Name used for ID	Is it acceptable?
T. Randall Jones	Thomas Randall Jones	Acceptable
Patti Carson	Patricia J. Carson	Acceptable
Shelly Owens	Michelle Owens	Not acceptable
Mi Sug Park	Misug Kim Park	Not acceptable
Mike Turner	John Michael Turner	Not acceptable
John Alan Smith	John A. Smith, Jr.	Not acceptable
Suzanne Kelly	Susan Kelly	Not acceptable



# Alternative or Additional ID Options

Another form of acceptable ID that  
complies with law



If no other acceptable ID is available, use a  
credible witness as described by your state  
laws



# AKA/PKA/FKA

- Signer signs both names and
- Links the two names with AKA (“also known as”)
- Notary notarizes only name that appears on ID
- Notary indicates that name on the certificate



# AKA/PKA/FKA

Beverly C. Person, *also known as* Beverly C. Eisman

John Alan Smith **AKA** John A. Smith, Jr.

Maria Garcia Lopez, *who took title to property in the name of* Maria Garcia



# Conclusion



## Being an NNA Member has its benefits:

- 24 Hour Online Help at [NationalNotary.org](http://NationalNotary.org)
- Educational resources
- Regular Updates with NNA Publications
- Toll Free Hotline Support
- Member Privileges and Partner Discounts
- Up to 20% Discount on Notary Supplies





# Q & A

For further information, contact:

[hotline@nationalnotary.org](mailto:hotline@nationalnotary.org)

888-876-0827

Hotline Counselors are available to assist you

Monday – Friday 5am – 7pm and

Saturdays 5am – 5pm (PST)

Webinar Archives at:

<http://www.nationalnotary.org/webinar-archives/index.html>



# **Connect with the NNA and other Notaries through our social media channels!**

**Stay updated on the latest NNA events, news and best practices.**



**[facebook.com/nationalnotary](https://facebook.com/nationalnotary)**

**[twitter.com/nationalnotary](https://twitter.com/nationalnotary)**

**[linkedin.com/company/national-notary-association](https://linkedin.com/company/national-notary-association)**