**How to enter hyphenated names**

Name Format: LAST,FIRST space MIDDLE space SUFFIX

Only special characters permitted are:

• Comma between LAST and FIRST

• Hyphen between hyphenated last names:

ex. SMITH-JONES,SAM S JR

LAST and FIRST names are mandatory and must have a minimum of one character each. MIDDLE and SUFFIX are optional.

No Numeric Digits are allowed.

Only UPPER CASE characters are allowed.