

NAME ELEMENT

Increasing Governmental requirements concerning Passenger Data highlight the need for accurate recording of Name Information. Ideally, the recorded Name should match that in an official Travel Document, e.g. passport. As this may not always be possible, the following guidelines should be used.

2.6.1 General

2.6.1.1 Whenever possible, use given names (first and middle), initials and/or title to supplement a family name to ensure accuracy and differentiate identification, and for the usage of the same name on the ticket as in the PNR. Place the given names (first and middle), initials and/or title, after the family name and separate reference to each individual passenger by a single oblique, e.g.

indicate Jean Duval as 1DUVAL/JEAN, Mr. Edward Charles Jones as 1JONES/EDWARDCHARLESMR, Miss Duvalier as 1DUVALIER/MISS, E. Ford, B. Ford and C. Ford as 3FORD/E/B/C, Mrs. B. Khoury as 1KHOURY/BMRS, and Ms. Anne Judith Blythe as 1BLYTHE/ANNEJUDITHMS.

2.6.2 Identical Family Names

2.6.2.1 When passengers travelling together as a family unit have identical family names, indicate the family name once and prefix it with the number of passengers concerned, e.g. 3DOWNEY.

Example 1—Family unit with identical family name:

4GOMEZGONZALEZ/MCMRS/JA/MMMS/MMSTR

When two or more parties having an identical family name are booked in the same PNR, i.e. Group Booking, but are not a family unit (not related), the individual parties may be booked as individual Name Elements.

Example 2—Two parties, non-related, with identical family name:

2SINGH/B/E 3SINGH/J/JMRS/JMSTR

2.6.2.2 If the Name Element requires more than one line of 69 characters, enter the names in as many lines as required, provided that each line does not exceed 69 characters and that the second and subsequent lines start with a numeric prefix followed by a name.

Example—Family unit with identical family names, exceeding 69 characters:

2GOMEZGONZALEZ/MARIA CONCEPCION/JOSE ALEJANDRO

2GOMEZGONZALEZ/MARIA MAGDALENA/MIGUELANGEL

2.6.3 Number in Party

2.6.3.1 Always prefix each family/group name with the appropriate number of seats to be reserved for that family/group name, e.g. 1JONES, 2SMITH, 25SITA/TOUR. The number in the party preceding a name is an integral part of that name.

2.6.3.2 The total number of seats indicated in the Name Element must not exceed three digits. Numerics must not be entered in the Name Element except when used as a prefix to indicate the number of seats to be reserved for each family/group name. When an identification number for a group is used in the Name Element, it must be spelled out in letters, i.e.

25AMEX/FOUR/TWO/SIX.

Special characters other than the oblique as shown in 2.6.1.1 “Name Element” must not be used.

2.6.3.3 The total number of seats indicated in the Name Element must agree with the number

of seats in the Segment Element except as outlined in 3.6 "Messages Changing Name and/or Number of Passengers (Option 2)".

2.6.4 Compound Names

2.6.4.1 When a hyphenated name is involved, delete the hyphen or replace it with a space, i.e. indicate James Robert Bryce-Buchanan as 1BRYCEBUCHANAN/JAMESROBERTMR or as 1BRYCE

BUCHANAN/JAMES ROBERT MR.

2.6.4.2 When a double name is involved, the space separating the names is optional, i.e. indicate Jesus Raul Gomez Gonzalez as 1GOMEZGONZALEZ/JESUSRAULMR or as 1GOMEZ GONZALEZ/JESUSRAUL MR.

Note:

If a receiving system suppresses spaces when receiving names, the system may return the names to the requesting system with or without the spaces in any reply or advice message.

2.6.5 Single Letter Family Name

To accommodate systems that cannot process single letter family names, two suggested procedures follow:

2.6.5.1 Double the single letter family name as the family name. For example, Miss Moan Y will be represented as YY/MOANMISS, or

2.6.5.2 Combine the single letter family name with all the given name(s) of that passenger as the family name. For example, Miss Moan Y will be represented as YMOAN/MISS and Miss Tuyetmai Van A will be represented as ATUYETMAIVAN/MISS. Multiple Members of a single letter family name are to be represented by individual name elements. For example, John and Sally U would be represented as UJOHN/MR and USALLY/MRS.

2.6.6 Duplicate Names

When names in a PNR are being created and are an exact match, whenever possible add middle name(s) and/or different titles to make them unique for messaging and differentiation purposes.

2.6.7 No Family Name

In the event that the passenger does not have a family name use the given name(s) in the family name field and add a title in the given name field e.g. indicate PRINCE as PRINCE/MR, MARY JO as MARYJO/MRS

2.6.8 No Given Names

When given names (first and middle) are not indicated, initials and/or title should be included whenever possible.

In the event that the passenger does not have a given name use only the title in the given name field e.g. indicate PRINCE as PRINCE/MR, JONES as JONES/MR

2.6.9 Name Suffix

To accommodate name suffixes (such as Junior, Senior, or III), add the suffix to the family name.

For example, Mr. John Olsen Jr. will be represented as OLSENJR/JOHNMR, and Mr. William Looney III will be represented as LOONEYIII/WILLIAMMR. For a family where not everyone shares the suffix of one of its Members, the names are to be represented by individual name elements. For example, Mr. and Mrs. John Olsen Jr. and son Robert, would be represented as OLSENJR/JOHNMR and OLSEN/JUDYMRS/ROBERTMSTR