

CORIS DATA ENTRY STANDARDS

INDIVIDUAL NAMES

- (1) **LAST NAME WRITTEN WITH TITLE (JR., SR., II, MD, etc...)** – The general rule is to leave out any punctuation marks (periods, commas, quotes, etc...). Professional title should not be entered.

NAME	CORIS DATA ENTRY
MR. DONALD P. SMITH II	LN: SMITH FN: DONALD P II
DONALD P. SMITH, JR.	LN: SMITH FN: DONALD P JR
DONALD PETER SMITH, MD	LN: SMITH FN: DONALD PETER

- (2) **FOREIGN NAMES** — The general rule is to use the first name listed as the first name, and the third name listed as the last name. (Second name is normally the middle name and entered with the first name.) Hyphens are allowed in CORIS. Note: when you do a name lookup you will need to include the hyphen.

NAME	CORIS DATA ENTRY
MIGUEL SANCHEZ HERNANDEZ	LN: HERNANDEZ FN: MIGUEL SANCHEZ
SANCHEZ MIGUEL-HERNANDEZ	LN: MIGUEL-HERNANDEZ FN: SANCHEZ
MIGUEL HERNANDEZ	LN: HERNANDEZ FN: MIGUEL

- (3) **Names with a hyphen or a dash (—)** Hyphens are allowed in CORIS. Note: when you do a name lookup you will need to include the hyphen.

NAME	CORIS DATA ENTRY
CLARE T. SMITH-TODD	LN: SMITH-TODD FN: CLARE T
JO-ELLEN BROWN-JONES	LN: BROWN-JONES FN: JO-ELLEN

- (4) **LAST NAME WRITTEN WITH APOSTROPHE (')** – The general rule is to leave out any quote marks. No spaces should be used to replace the quote mark.

NAME	CORIS DATA ENTRY
KATE O'BRIEN	LN: OBRIEN FN: KATE

- (5) **LAST NAME WRITTEN WITH IMBEDDED CAPS (McD)** – CORIS forces all caps in the last name field so no action is required.

NAME	CORIS DATA ENTRY
JOHN McDONALD	LN: MCDONALD FN: JOHN
JAMES MacGREGOR	LN: MACGREGOR FN: JAMES
JANE VAN SAUN	LN: VAN SAUN FN: JANE

- (6) **LAST NAME WRITTEN WITH SAINT (ST.)** – Saint can be entered as SAINT or ST. The general rule is to use what came in on the filings.

NAME	CORIS DATA ENTRY
MR. JOHN SAINT LAURENT	LN: SAINT LAURENT FN: JOHN
JOHN ST. LAURENT	LN: ST LAURENT FN: JOHN
JANE ANN SAINT IVES	LN: SAINT IVES FN: JANE ANN
JANE ANN ST. IVES	LN: ST IVES FN: JANE ANN

- (7) **"ALSO KNOWN AS", "DOING BUSINESS AS", TRADING AS"** — Enter the party name in the party name field and BUSINESS NAME(S)

NAME	CORIS DATA ENTRY
	<i>PARTY NAME FIELD</i>
FRANK KRAMER DOING BUSINESS AS	LN: KRAMER FN: FRANK
	<i>ALTERNATE FIELD</i>
FRANK KRAMER TRUCKING	LN: FRANK KRAMER TRUCKING

CORPORATE NAMES

(1) **SPELL OUT FIRST TWO NAMES**

(2) **ABBREVIATE the following words:**

NAME	CORIS DATA ENTRY
BOARD OF EDUCATION	BOARD OF ED
DEPARTMENT	DEPT

(3) **ABBREVIATE the following, UNLESS they are the FIRST OR SECOND NAMES**

NAME	CORIS DATA ENTRY
ASSOCIATES	ASSOC
ASSOCIATION	ASSN
INTERNATIONAL	INTL
CORPORATION	CORP
COMPANY	CO
LIMITED	LTD

(4) **DO NOT enter quote marks, apostrophes or periods – Hyphens are allowed in CORIS.**

NAME	CORIS DATA ENTRY
RENT-A-WRECK	RENT-A-WRECK
MR. T'R AUTO	MR T R AUTO

(5) **Drop the word THE whenever possible**

NAME	CORIS DATA ENTRY
THE FIRST NATIONAL BANK	FIRST NATIONAL BANK
THE STATE OF UTAH	STATE OF UTAH

(6) **How to enter STATE, COUNTY, TOWNS AND AGENCIES**

STATE NAME	CORIS DATA ENTRY
STATE OF UTAH	STATE OF UTAH
UTAH COMMISSIONER OF TRANSPORTATION	UTAH COMMISSIONER OF TRANSPORTATION
UTAH DEPARTMENT OF HIGHWAYS	UTAH DEPT OF HIGHWAYS

UTAH DEPARTMENT OF LABOR AND INDUSTRY	UTAH DEPT OF LABOR AND INDUSTRY
DEPARTMENT OF WORKFORCE SERVICES	DWS
THE OFFICE OF RECOVERY SERVICES	ORS
THE OFFICE OF STATE DEBT COLLECTION	OSDC
STATE DEPARTMENT OF CORRECTIONS	DEPT OF CORRECTIONS
UTAH COMMISSION ON CRIMINAL AND JUVENILE JUSTICE	COMMISSION ON CRIMINAL AND JUVENILE JUSTICE

COUNTY NAME

COUNTY OF SALT LAKE

CORIS DATA ENTRY

SALT LAKE CO

TOWN NAME

THE TOWN OF ALTA
THE CITY OF ST GEORGE

CORIS DATA ENTRY

ALTA TOWN OF
ST GEORGE CITY OF