

YOUR WORKING CHECKLIST

Names across records: a translation and evidence organizer

What should I do when names differ across documents being translated?

Preserve each record as issued and make a separate comparison list showing the name, document, language and any documented change. A translator should not silently rewrite a source to make all records look identical. Whether a difference needs another record or explanation depends on the receiving authority's instructions and individual facts.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Copy each name as shown on the actual record.
- ☐ Record the language and issuing authority.
- ☐ Separate name order, spelling and documented legal changes.
- ☐ Keep corrected records distinct from translations.
- ☐ Preserve uncertainty rather than inventing a missing event.
- ☐ Ask the receiving authority a document-specific question.

A little support for your next step.

Eagle Translate has reserved the discount code SUPPORT25 for Immigrant Insider readers, to help immigrants in the United States with document translation costs. Use your reader code when you order. No expiration date. No usage limit.

Reader code: SUPPORT25

<https://eagletranslate.com/>

Check the order total before payment.

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Notes and questions to follow up

Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

USCIS: Policy Manual: evidence

<https://www.uscis.gov/policy-manual/volume-1-part-e-chapter-6>

Immigrant Insider: Editorial policy and verification status

<https://immigrantinsider.com/editorial-policy/>

Return to the complete guide

<https://immigrantinsider.com/documents/names-and-translation-records/>

General information

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