**FBI Pseudonym Format Guidance for Entry into ViCAP Database**

FBI has sent out guidance on how pseudonyms should be entered into ViCAP.

To more efficiently check for duplicate (or potentially related) cases, until further notice, we are asking agencies who use pseudonyms for victim names to follow the guidance below.

All other formats will cause the case to be pushed back into draft for the agency.

These are the only three acceptable formats.

* If your agency is using a fictitious name, use the following format:
  + **EXAMPLE**
    - First Name:  Carla (pseudonym)
    - Last Name:  Williams (pseudonym)
* If your agency is using Jane Doe, John Doe, or Pseudonym Pseudonym as the victim’s name, you must put the agency’s case number immediately after the last name of “Doe” or the last name of “Pseudonym” and Do ***NOT*** use spaces, hyphens, or parenthesis in the victim's last name field.
  + **EXAMPLE**
    - Agency Case Number: 23010888   
      First Name: Jane (pseudonym) \*Last Name: Doe23010888   
      First Name: Pseudonym (pseudonym) \*Last Name: Pseudonym23010888
* If your agency is using initials for the victim’s name, you must put your agency’s case number immediately after the last initial. Do ***NOT*** use spaces, hyphens, or parenthesis in the victim's last name field.
  + **EXAMPLE**
    - Agency Case Number: 23010888   
      First Name: M (pseudonym) \*Last Name: K23010888
* **Remember** to also include the following sentence in the first line of the narrative:   
  *“The victim’s name for this case is a pseudonym.”*