

Applicant/Violator System Office System Advisory Memorandum



SAM # 10 DATE: October 3, 2016

Subject: DUPLICATE ENTITIES

This System Advisory Memorandum discusses the problems with creation of duplicate entities and the prevention of duplicate entities in the Applicant/Violator System (AVS). This SAM replaces previous SAM # 10, "Duplicate Entities," dated March 14, 2013.

We define a duplicate entity as the creation of two or more records for the same person or business. Duplicate records compromise the accuracy of AVS data. If two or more records exist for one entity, it may cause an inaccurate result when evaluating applications or entities or when generating reports.

The AVS Office staff reviews all newly-created entity records to ensure the records are created accurately and to prevent the creation of duplicate entities. If we discover that a duplicate entity may exist, we will contact the person(s) who created it and determine if the entity is indeed a duplicate and then determine the best approach to eliminate the duplicate entity, either by deleting the duplicate entity or by performing a data correction to roll the two entities together.

Regulatory authorities must be careful when creating new entities in the AVS to avoid duplicating an existing entity record. Before creating a new entity record, search for the last name of the individual or the business name to determine if there is an existing record for the entity. We recommend entering only the first several letters of the entity name to perform your search in order to maximize the probability that you will find the entity record if it exists in the AVS. Consider also searching using probable misspellings of the entity's name. If an individual is known by a middle name or nickname, search for an existing record using these parameters as well.

If you discover or accidentally create a duplicate entity record, please contact the AVS Office at once. We will work with you to determine the best resolution.

If you have questions regarding duplicate entities in the AVS, please contact your AVS User Assistance Liaison at 1.800.643.9748.

Signed: *Stephanie L. Varvell*

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