

## Suggested Method Used to Create a Transitional UCN:



**Character 1:** Enter the letter “X” to represent that this is a “Transitional UCN”

**Characters 2-5:** Soundex of Client’s Birth Last Name

Go to <https://www.ics.uci.edu/~dan/genealogy/Miller/javascrp/soundex.htm>

Enter Last Name and then click on Convert button to obtain Soundex Code

**Characters 6-11:** Birth date (MMDDYY)

**Characters 12-15:** Last four digits of SSN. If SSN is unknown, then enter **XXXX**.

**When the Soundex website is down the following is how to create the first part of the UCN manually:**

- Soundex codes begin with the first letter of the surname followed by a three-digit code that represents the first three remaining consonants. Zeros will be added to names that do not have enough letters to be coded.
- Soundex Coding Guide (Consonants that sound alike have the same code)
  - 1 - B,P,F,V
  - 2 - C,S,G,J,K,Q,X,Z
  - 3 - D,T
  - 4 - L
  - 5 - M,N
  - 6 - R
- The letters A,E,I,O,U,Y,H, and W are not coded.
- Names with adjacent letters having the same equivalent number are coded as one letter with a single number.
- Surname prefixes such as La, De and Van are generally not used in the soundex. Mc, Mac and O generally are not considered prefixes for soundex.