

## Statewide Party Matching Policy

Party matching should only be done for EXACT matches for ALL cases and for Businesses (including Government Entities).

An EXACT match for a Business/Government entity consists of BOTH:

1. *An EXACT match on Business Name*
2. *An EXACT match on address*

If an exact match cannot be found, then a new business party record should be created.

An EXACT match for a party consists of ALL of the following:

1. *An EXACT match on name;*
2. *An EXACT match on address;*
3. *An EXACT match on EITHER social security number OR driver's license number;*
4. *An EXACT match on gender; and*
5. *An EXACT match on race*

If ALL of the fields above cannot be matched exactly, then a new party record should be created unless the user has reasonable belief that it's the same person. If the user is unsure, and the party record is slightly different (e.g. one record with a middle initial and one without; or the person's name could be used for both genders such as "Jamie" and the gender is not included in the filing paperwork.) then the party record should not be considered an exact match. If a user does not receive all of the necessary information needed to perform the match, then a new party record should be created.

\*\*\*Reasonable belief would include individuals that the user has knowledge of as a probationer, frequent filer/case party, or personal acquaintance; in any of these associations the user is certain the party record they are selecting to add to a case or merge is the same person they know. Reasonable belief should never assume or guess whether a individual is the same person. Any uncertainty should result in new party record being added.