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Introduction

The European Commission (EC) Resolution and the International Civil Aviation Organisation (ICAO) specification for machine readable passports on which the common format United Kingdom passport is based provides for:

- the holder's name (without suffix or prefix),
- place and date of birth, and
- nationality

to be recorded on the machine readable personal details page.

The Resolution and specification does not provide for titles, prefixes, and qualifications etc. of any kind to be shown on the personal details page of the passport since these are not required for identity purposes by immigration authorities. To conform to general international practice, observations are not shown on the personal details page of a passport, other than an automatic observation where the holder is not required to sign their name.

NOTE: For all members of the House of Lords, and holders of knighthoods, who use their title as part of their name for all purposes the title is shown on the personal details page.

In 2006, the first e-passport (v.1) was introduced, like its predecessor, the observation is found on page 32. Following a change of e-passport design in 2010 (version 2) the observation page is moved to page 3 of the new style e-passport. Throughout 2010 and 2011 we will have both designs in production.

There are 22 standard observations which may be used in passports, and these are listed in the Annex to this Section. The observations, together with examples of their use, are described below.

There is a facility on the system to include text to an existing observation where a standard observation is not appropriate.

This facility should only be used where a standard observation is not appropriate; if necessary the advice of the Headquarters Policy section on the proposed wording of an observation should be sought before the issue of a passport is authorised. In any event it needs to be borne in mind the maximum space available is 8 lines of 44 characters and any combination of observations must not exceed the total space available to ensure the observations will be printed within the antenna of the biometric chip. British Nationals (Overseas) will always require more than the allocated 8 lines so will be dealt with as detailed below.

From 5 October 2010, with the roll out of the new e-passport design, the biometric chip and antenna will no longer be held on the observation page of these e-passports and the observation page will no longer be laminated. Passports of the new design that do not require any observations will automatically include an observation to confirm that 'There Are No Official Observations.' No action is required by staff to insert this observation.

Observations on Immigration Status and Right of Abode

The following observations are appropriate when recording a holder's immigration status and/or right of abode in the United Kingdom.

Observation	Comment
THE HOLDER IS A BRITISH, BRITISH OVERSEAS TERRITORIES CITIZEN.	Included in passports issued to BOTCs connected with any dependent territory.
THE HOLDER IS NOT ENTITLED TO BENEFIT FROM EC PROVISIONS RELATING TO EMPLOYMENT OR ESTABLISHMENT.	Persons who have the right of abode in UK derived from a connection with the Channel Islands or Isle of Man but do not either: (a) have a parent or grandparent born, adopted, naturalised or registered as a citizen of the UK and Colonies, in the United Kingdom; or (b) have not at any time been ordinarily resident in the UK for a continuous period of 5 years. NOTE: If married to a BC who has established a right of residence in another Member state, he/she has the right to reside and work in that state on the same conditions as the spouse.
THE HOLDER IS SUBJECT TO CONTROL UNDER THE IMMIGRATION ACT 1971.	Persons who are subject to restrictions under the Immigration Act 1971 and do not have right of abode in the United Kingdom.
THE HOLDER IS ENTITLED TO RE-ADMISSION TO THE UNITED KINGDOM.	Persons who do not have the right of abode but are entitled to re-admission to the United Kingdom.
THE HOLDER IS DEFINED AS A UNITED KINGDOM NATIONAL FOR COMMUNITY PURPOSES.	BOTCs who have acquired that citizenship by virtue of a connection with Gibraltar have the right of free movement within the EU.
THE HOLDER HAS THE RIGHT OF ABODE IN GIBRALTAR.	Persons who have lesser connections with Gibraltar and who do not have freedom of movement within the EU.
THE HOLDER HAS THE RIGHT OF ABODE IN THE UNITED	Those British subjects who have a right of abode under the provisions of the

KINGDOM

Immigration Act 1971.

NOTE: From 1 January 1983 a person who is a BC has the right of abode in the UK under section 2(1)(a) of the Immigration Act 1971, as amended by section 39 of the British Nationality Act 1981, and no endorsement is made in a passport issued to a BC.

IN ACCORDANCE WITH THE UNITED KINGDOM IMMIGRATION RULES, THE HOLDER OF THIS PASSPORT DOES NOT REQUIRE AN ENTRY CERTIFICATE OR VISA TO VISIT THE UNITED KINGDOM.

Persons who have the citizenship of British National (Overseas) - BN(O).

THE HOLDER OF THIS PASSPORT HAS HONG KONG PERMANENT IDENTITY CARD NO..... WHICH STATES THAT THE HOLDER HAS THE RIGHT OF ABODE IN HONG KONG.

Persons who have the citizenship of British National (Overseas) - BN(O).

Passports of Restricted Validity

Where a passport of restricted validity is authorised, for whatever reason, the observation to be made is:

- VALID UNTIL NOT TO BE REPLACED WITHOUT REFERENCE TO THE UK IDENTITY AND PASSPORT SERVICE.

Note: Authorising examiners must ensure applications are fully case noted with the reason(s) for restricted validity. This will confirm to a second examiner the information/documents required when the holder re-submits the passport for extension to full validity.

Please also see Restricted Validity Passports.

Replacement passports (including extensions after 5 years)

Where an application is for a passport to be replaced:

- and extended to full validity;
- and extended for a further five years;

the observation to be made is:

- REPLACES PASSPORT NUMBER DATED WHICH HAS BEEN

Note: Only a forward slash is to be entered between days of the month and month of the year: full stops must not be inserted.

Correct: REPLACES PASSPORT NUMBER 123456789 DATED 01 01 03 WHICH HAS BEEN CANCELLED AND RETURNED

Incorrect: REPLACES PASSPORT NUMBER 123456789 DATED 01.01.03 WHICH HAS BEEN CANCELLED AND RETURNED

Incorrect: REPLACES PASSPORT NUMBER 123456789 DATED 01/01/03

This will apply to observations in all types of passport.

Titles and forms of address

Please also see Titles and Annex B for the full list of Observations that may be required.

Titles of nobility (including Privy Councillors)

Titles of nobility are part of the person's name and identity by which they are generally known for all purposes. The title of the holder is included on the personal details page of a passport for:

- All members of the House of Lords, including Bishops, and their wives and children;
- Holders of knighthoods and baronetcies, and their wives; and

with the observation being made:

- **THE HOLDER IS**

Titles in passports

Where an applicant has changed their name by deed poll to show the effective first forename as a title of nobility or knighthood (e.g. changing from John Smith to Lord/Earl/Baron/Sir John Smith), to prevent any fraudulent attempt by holders to present themselves as titled persons the following observation must be recorded in the passport:

- **THE REFERENCE TO IS TO THE HOLDER'S NAME AND NOT THE HOLDER'S TITLE**

Please also see Names – Unacceptable or unusual names in passports and Titles – Presumed Titles for further information.

Honours and decorations

Honours and military decorations may be entered as an observation if the applicant has recorded them in Section 02 of the application form or requests their inclusion in a letter accompanying the application.

NOTE: Some honours are prefixed with a title (e.g. a Knight Commander of the British Empire is entitled to the address Sir John Smith, KBE).

Where a passport holder is titled, or is the recipient of a title who has received previous honours, all honours should be included in the observation e.g.

- THE HOLDER IS SIR JOHN SMITH KCMG OBE
- THE HOLDER IS LORD JOHN SMITH OBE
- THE HOLDER IS PROFESSOR JOHN SMITH OBE
- THE HOLDER IS THE RIGHT HONOURABLE JOHN SMITH PC OBE MP

NOTE: Honours must always be in order of precedence.

Any 'honours' added by a change of name deed should not be included. Please see Titles – Presumed Titles and Names – Unacceptable or unusual names in passport for further information

Professional titles and qualifications

Professional titles and forms of address (e.g. Doctor, Judge, Queen's Counsel, Professor, Minister of Religion) are an important identifier to an individual and may, on request, be entered in the passport with the observation:

- **THE HOLDER IS (FULL FORENAMES AND SURNAME)**

Other than members of the legal profession appointed Queen's Counsel and engineers who hold the qualification "Eur Ing" (European Engineer), requests for professional and academic qualifications to be entered in a passport should be refused. Applicants who state they hold a "Eur Ing" qualification should be requested to provide documentary evidence.

Members of Parliament and MEPs

Members of Parliament, and Members of the European Parliament (MEPs) are recognised forms of title for elected representatives of the United Kingdom, and may be required to travel overseas either on official Government business, as a representative of the Government, or as a member of a Parliamentary committee or delegation. Applicants and passport holders who are (or newly elected) Members of Parliament or MEPs may, on request, have this recorded on their passport as an observation, e.g.:

- THE HOLDER IS JOHN SMITH MP (OR MEP OR BOTH);
- THE HOLDER IS THE REVEREND JOHN SMITH MP

Where a Member of Parliament or MEP is also Privy Councillor the observation should be shown as:

- THE HOLDER IS THE RIGHT HONOURABLE JOHN SMITH PC MP

Justice of the Peace

A Justice of the Peace, although a voluntary function, is an appointment which has standing within the community. Requests to have this appointment included in a passport should be recorded as an observation, e.g.:

- THE HOLDER IS JOHN SMITH JP

Manorial titles

A manorial title (i.e. Lord of the Manor) may be entered as an observation providing documentary evidence is produced by the applicant. The title should be recorded as:

- THE HOLDER IS ALSO KNOWN AS LORD OF THE MANOR OF
.....

NOTE: Applicants who are Scottish Feudal Barons in Baronage may also have this title entered as an observation.

Any case of doubt should be referred to the Headquarters Policy Section.

Other forms of address

Married women using their maiden name

For a married woman who continues to use her maiden name and is known by it for all purposes, at the applicant's request the passport may be recorded with the following observation:

- **THE HOLDER IS (74 free text characters)**

For a married woman who maintains she uses both her husband's name and her maiden name, the passport should be recorded with the observation:

- **THE HOLDER IS ALSO KNOWN AS (FULL FORENAMES AND SURNAME)**

Please also see Names – Marriage Certificates.

Stage and Religious names

It is often more convenient for entertainers to travel in their stage name and those in religious orders are known for all purposes by their title. A stage or religious name may be included with the above observation:

- **THE HOLDER IS ALSO KNOWN AS**

For example applicant's birth name JOE BLOGGS applicant is also known by the stage name of SIGNATURE, passport should be issued as follows:

Passport – in the name of JOE BLOGGS

Observation – THE HOLDER IS ALSO KNOWN AS SIGNATURE

Please also see Names – Stage and Religious names.

Unacceptable or unusual names

In certain cases an observation in the proposed name may be entered. Please see Names - Unacceptable or unusual names on passports for further details.

Members of the Diplomatic Service and staff working in Embassies

Diplomatic or Official passports of diplomatic/government staff posted or being posted overseas and members of their families are currently issued by the Regional Passport Processing Centre (RPPC) in Paris and printed centrally in the UK. This can take some time and occasionally a passport is required more urgently than Paris issues allow. Where a passport is required **urgently** the application would normally be sent to the London office, however these cases may also be sent to other regions.

The definition of the term “urgent” means that travel for Diplomatic purposes is due to commence within 8 weeks as it can take up to 6 weeks for a Diplomatic passport to be issued by the RPPC in Paris. This length of time also allows for delivery and provides a margin for delay.

In all cases the applicant must be advised that a “full” Diplomatic passport can only be issued in Paris and that the document they will be given by IPS is a standard UK passport with the relevant observation. This is because while Diplomatic passports in and of themselves carry no benefits (it is the actual accreditation by the host government that gives immunity and the like), and the observations we add would consequentially *usually* carry the same weight as a “full” Diplomatic passport, there are a few countries who **will not** accredit staff without an actual “full” Diplomatic passport. So while IPS can issue a fully valid UK passport with the relevant Diplomatic observations, we cannot currently issue the type of “full” Diplomatic or Official passport which guarantees accreditation that can be issued in Paris, (this will change in due course when all applications are processed in the UK). It is therefore advisable that applicants obtain the correct document from the RPPC in Paris if they have the time to do so. IPS are only able to issue standard passports to FCO staff with an observation if they have a supporting letter from the FCO confirming the holder’s entitlement to one – see below and Additional Passports policy.

The FCO Consular and HR Directorates have confirmed that for diplomatic staff and their families the observation should be one of the following. The observations are for staff and their families who are actual members of the Diplomatic Service or secondees, not Home-Based FCO civil servants, who happen to be going on an overseas posting. These staff would always be entitled to hold a diplomatic or official passport too:

- THE HOLDER IS A MEMBER OF HER BRITANNIC MAJESTY'S DIPLOMATIC SERVICE
- THE HOLDER IS THE SPOUSE OF A MEMBER OF HER BRITANNIC MAJESTY'S DIPLOMATIC SERVICE
- THE HOLDER IS A DEPENDANT OF A MEMBER OF HER BRITANNIC MAJESTY'S DIPLOMATIC SERVICE (this observation must be input manually as the system template omits the word Diplomatic)

Staff who are in the Home-Based civil service working in the FCO who are posted overseas, including FCO Services staff and those who are seconded or otherwise attached to the FCO as opposed to the Diplomatic Service,

should have the following observations. These staff may be accredited overseas and so also entitled to hold diplomatic/official passports as well:

- THE HOLDER IS ATTACHED TO HER BRITANNIC MAJESTY'S DIPLOMATIC SERVICE
- THE HOLDER IS THE SPOUSE OF AN OFFICER ATTACHED TO HER BRITANNIC MAJESTY'S DIPLOMATIC SERVICE
- THE HOLDER IS A DEPENDANT OF AN OFFICER ATTACHED TO HER BRITANNIC MAJESTY'S DIPLOMATIC SERVICE

(These observations must be input manually as the system does not hold a template)

For other official staff working in Embassies and High Commissions and their families (such as Defence Attaches) the observations to be included are:

- THE HOLDER IS IN BRITISH GOVERNMENT SERVICE
- THE HOLDER IS THE SPOUSE OF A PERSON IN BRITISH GOVERNMENT SERVICE
- THE HOLDER IS A DEPENDANT OF A PERSON IN BRITISH GOVERNMENT SERVICE (this observation must be input manually as no system template exists)

Staff working in Embassies or High Commissions may not be entitled to hold diplomatic or official passports as they are not always accredited by overseas governments such as Department for International Development staff or British Council staff. But some may be, depending on the posting. The supporting letter from the FCO will make this clear if they have such status.

Members of the FCO or Diplomatic Service on home postings are not allowed to use their full diplomatic or official passports even for official travel from the UK if they remain valid. This is because diplomatic and official passports are only to be used for travel to and from their accredited overseas post as agreed by Parliament, or too and from certain places where only a diplomatic passport can be accepted for official travel. Once in the UK, FCO staff are not accredited overseas and so should not be using their diplomatic/official passports without express authority from FCO Human Resources. In these circumstances FCO staff use a standard UK passport for official travel to and from the UK when on a home posting, even when undertaking diplomatic duties and will apply for that passport from the IPS in the UK.

Sometimes the observations listed above can be useful in a standard passport used for official travel in terms of facilitating entry or the issue of visas, so many FCO staff will request such an observation in their standard passport when applying to the IPS. FCO staff have been asked to make a specific request if this observation is needed, as it is optional. They should do so by way of a letter from the FCO with sufficient details, to confirm their entitlement to the observation. A similar letter can be accepted for the request of a second standard passport for frequent, official travel from the member of staff's line manager. As long as the IPS examiner is in possession of all this information

and is satisfied with system records, they can go ahead and issue the passport with the observation requested. Examiners should again be careful not to cancel valid diplomatic or official passports as these are held securely for future or short notice postings whilst staff are in the UK. Any requests which stray from this policy should be referred to the Central Policy Team via the General Policy Issues mailbox.

British National (Overseas) (BN(O)) observations

It has been necessary to review the above policy with the introduction of biometric passports (ePassport) as our current observations i.e. OBTS and OBTT cannot both fit within the antenna of the chip which appears on page 32 of a biometric passport. Please see British Nationals Overseas for more information on this status.

A long term solution is being considered to ensure that both observations can be accommodated in the observation page and within the antenna.

The current practice when adding the previously mentioned observations to digital passports is inconsistent throughout the regions. There are variances between which observation is entered via the system and which is manually entered, and which page the manual observation is placed. This note will therefore outline a consistent approach that should be followed by all relevant staff in regional offices.

The instruction to enter OBTT manually was decided as a result of the non-relevancy of this observation at UK border control. Therefore it was more appropriate to enter OBTS within the official observation page in the biometric passport.

The decision to enter the manual stamp on page 4 of the Biometric Passport was agreed following consultation between The User Group, Policy and FCO.

Staff should follow the procedures outlined in this policy note until further notice.

Observations added to BN(O) passports

OBTS – “In accordance with the United Kingdom Immigration rules the holder of this passport does not require an entry certificate or visa to visit the United Kingdom”

OBTT – “The holder of this passport has the Hong Kong permanent identity card no***** which states that the holder has the right of abode in Hong Kong”

Annex A - List of observations

OBSERVATIONS IN PASSPORTS

Immigration/Right of Abode

The Holder is a British, British Overseas Territories Citizen

The Holder is not entitled to benefit from EC provisions relating to employment or establishment

The Holder is subject to control under the Immigration Act 1971

The Holder has the right of abode in the United Kingdom

The Holder has the right of abode in Gibraltar

The Holder is entitled to re-admission to the United Kingdom

The Holder is defined as a United Kingdom national for Community purposes

In accordance with the United Kingdom Immigration Rules, the holder of this passport does not require an entry certificate or visa to visit the United Kingdom

The Holder of this passport has Hong Kong permanent identity card no which states that the holder has the right of abode in Hong Kong

Restricted Validity

Valid for months, may not be replaced without reference to the Passport Office

Replacement Passport and extensions after 5 years

Replaces passport number dated which has been

Correct observation: Replaces passport number 123456789 dated 01/01/03 which has been declared stolen

Incorrect observation: Replaces passport number 123456789 dated 01.01.03 which has been declared stolen

Form of Address

The Holder is

The Holder is also known as

Presumed Titles

The reference to* is to the first forename of the holder and not to the holder's title

* (Lord, Baron, Sir, etc.)

Holders unable to provide a signature

The holder is not required to sign

Diplomatic Service

(a) FCO staff and family

The Holder is a member of Her Britannic Majesty's Diplomatic Service

The Holder is the spouse of a member of Her Britannic Majesty's Diplomatic Service

The Holder is a dependent of a member of Her Britannic Majesty's Diplomatic Service

(b) Other Embassy staff

The Holder is in British Government Service

The Holder is the spouse of a person in British Government Service

Annex B - Observations for titles

Baronets, Knights, and their wives; Dames

TITLE	PERSONAL DETAILS PAGE (SURNAME FIELD)	OBSERVATION
BARONET	SIR (first forename) (SURNAME) BT NOTE: In Scotland the territorial title of the family is entered before BT	THE HOLDER IS SIR (full forenames and surname) BARONET

KNIGHT	SIR (first forename) (SURNAME)	THE HOLDER IS SIR (full forenames and surname)
WIFE (of Baronet and Knight)	LADY (SURNAME) NOTE: If the wife has a higher rank than her husband see the appropriate page for the title and observation	THE HOLDER IS LADY (surname) NEE (full forenames and maiden surname)
DIVORCED WIFE (of Baronet and Knight)	(first forename) LADY (SURNAME)	THE HOLDER IS (first forename) LADY (surname) NEE (full forenames and maiden surname)
WIDOW OF BARONET	(a) If succeeding Baronet has not married: LADY (SURNAME) (b) otherwise (first forename) LADY (SURNAME)	(a) and (b) THE HOLDER IS (first forename) LADY (surname) NEE (full forenames and maiden surname)
WIDOW OF KNIGHT	LADY (SURNAME)	THE HOLDER IS LADY (surname) NEE (full forenames and maiden surname)
DAME	DAME (first forename) (SURNAME)	THE HOLDER IS DAME (full forenames and surname)
	NOTE: If the person is a Privy Councillor, "RT HON" is entered before the title.	NOTE: If the person is also a Privy Councillor THE RIGHT HONOURABLE is entered before the title and "PC" after the title.

Barons*, Life Peers, and their families

*The title of Baron and Baroness is not usually used except by peeresses in their own right

TITLE	PERSONAL DETAILS PAGE (SURNAME FIELD)	OBSERVATION
BARON AND LIFE PEER	LORD (TITLE)	THE HOLDER IS THE RIGHT HONOURABLE (forenames and family name) LORD (TITLE)
BARONESS (wife of Baron) AND WIFE OF LIFE PEER	LADY (TITLE)	THE HOLDER IS THE RIGHT HONOURABLE (forenames and family name) LADY (TITLE)
PEERESS IN HER OWN RIGHT	BARONESS (TITLE)	THE HOLDER IS THE RIGHT HONOURABLE (forenames and family name) BARONESS (TITLE)
WIDOW	(a) As for BARONESS if the succeeding BARON has not married. (b) Otherwise (First forename) LADY (TITLE)	(a) and (b) THE HOLDER IS THE RIGHT HONOURABLE (forenames and family name) LADY (TITLE)
SONS AND THEIR WIVES (a) Sons (b) Wives	HON (First forename) SURNAME HON (HUSBAND'S first forename) (SURNAME) MRS first	THE HOLDER IS THE HONOURABLE (full forenames and surname) THE HOLDER IS THE HONOURABLE MRS (Husband's first forename and

		surname) NEE (Full forenames and maiden surname)
DAUGHTERS		
(a) Unmarried	(a) HON (First forename) (SURNAME)	(a) THE HOLDER IS THE HONOURABLE (full forenames and surname)
0(b) Married to a Knight or Baronet	(b) HON LADY (SURNAME)	(b) THE HOLDER IS THE HONOURABLE LADY (SURNAME) NEE THE HONOURABLE (full forenames and maiden surname)
(c) Married to a Commoner	(c) HON MRS (SURNAME)	(c) THE HOLDER IS THE HONOURABLE MRS (SURNAME) NEE THE HONOURABLE (full forenames and maiden surname)
	<p>NOTE: If the person is a Privy Councillor "RT HON" is entered:</p> <p>(a) before the title, or</p> <p>(b) instead of HON.</p>	<p>NOTE: If the person is also a Privy Councillor "PC" is entered after the title and THE RIGHT HONOURABLE entered in place of THE HONOURABLE</p>

Duke and family

TITLE	PERSONAL DETAILS PAGE (SURNAME FIELD)	OBSERVATION
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DUKE	DUKE OF (TITLE)	THE HOLDER IS HIS GRACE (forenames and family surname) DUKE OF (TITLE)
DUCHESS	DUCHESS OF (TITLE)	THE HOLDER IS HER GRACE (forenames and family surname) DUCHESS OF (TITLE)
WIDOW OF DUKE	(a) As for DUCHESS if the succeeding DUKE has not married (b) Otherwise (first forename) DUCHESS OF (TITLE)	(a) and (b) THE HOLDER IS HER GRACE (forenames and family surname) DUCHESS OF (TITLE)
ELDEST SON AND WIFE	See MARQUESS AND MARCHIONESS	
MASTER (Title used by heir apparent to a Scottish peerage)	MASTER OF (NAME)	THE HOLDER IS (forenames and surname) THE MASTER OF (NAME)
ELDER SON	LORD (SURNAME)	THE HOLDER IS (forenames and surname) LORD (SURNAME)
WIFE OF ELDER SON	LADY (SURNAME)	THE HOLDER IS LADY (SURNAME) NEE (forenames and maiden surname)
YOUNGER SON	LORD (first forename) SURNAME	THE HOLDER IS LORD (forenames and surname)
WIFE OF YOUNGER SON	LADY (husband's first	THE HOLDER IS LADY

(a) of equal or lower rank to husband	forename and surname LADY (first forename and surname)	(husband's first forename and surname) NEE (forenames and maiden surname) THE HOLDER IS LADY (full forenames and surname)
(b) of higher rank to husband		
DAUGHTER		
(a) Unmarried	LADY (first forename and surname)	THE HOLDER IS LADY (full forenames and surname)
(b) Married to husband or lesser rank or commoner	LADY (first forename and surname)	THE HOLDER IS LADY (full forenames and surname)
	NOTE: If the person is a Privy Councillor "RT HON" can be entered before the title.	NOTE: If the person is also a Privy Councillor THE RIGHT HONOURABLE can be entered before the title and "PC" after the title.

Marquess* and family

*May also be spelled Marquis - depending on preference

TITLE	PERSONAL DETAILS PAGE (SURNAME FIELD)	OBSERVATION
MARQUESS	MARQUESS OF (TITLE)	THE HOLDER IS THE MOST HONOURABLE (forenames and family name) MARQUESS OF (TITLE) NOTE 1: The preposition 'OF' is not used in the titles for: The Marquess Conyngham, Townsend, and

		Camden. NOTE 2: Courtesy titles are not described as 'THE MOST HONOURABLE'
MARCHIONESS	MARCHIONESS OF (TITLE)	THE HOLDER IS THE MOST HONOURABLE (forenames and family name) MARCHIONESS OF (TITLE)
WIDOW OF MARQUESS	(a) As for MARCHIONESS if succeeding MARQUESS has not married (b) Otherwise (first forename) MARCHIONESS OF (TITLE)	(a) and (b) THE HOLDER IS THE MOST HONOURABLE (forenames and family name) MARCHIONESS OF (TITLE)
ELDEST SON AND WIFE	See EARLS (This is a courtesy title)	
MASTER (Title used by heir apparent to a Scottish peerage)	MASTER OF (NAME)	THE HOLDER IS (forenames and surname) THE MASTER OF (NAME)
YOUNGER SON	LORD (first forename) SURNAME	THE HOLDER IS LORD (forenames and surname)
WIFE OF YOUNGER SON (a) of equal or lower rank to husband (b) of higher rank to husband	LADY (husband's first forename and surname) LADY (first forename and surname)	THE HOLDER IS LADY (husband's first forename and surname) NEE (forenames and maiden surname) THE HOLDER IS LADY (full forenames and surname)

<p>DAUGHTER</p> <p>(a) Unmarried</p> <p>(b) Married to husband or lesser rank or commoner</p>	<p>LADY (first forename and surname)</p> <p>LADY (first forename and surname)</p>	<p>THE HOLDER IS LADY (full forenames and surname)</p>
	<p>NOTE: If a Daughter, Younger son or his wife is a Privy Councillor "RT HON" can be entered before the title.</p>	<p>NOTE: If a Daughter, Younger son or his wife is also a Privy Councillor THE RIGHT HONOURABLE can be entered before the title and "PC" after the title.</p>

Earl and family

TITLE	PERSONAL DETAILS PAGE (SURNAME FIELD)	OBSERVATION
<p>EARL</p> <p>(a) TITLE not the same as FAMILY NAME</p> <p>(b) TITLE same as FAMILY NAME</p>	<p>EARL OF (TITLE)</p> <p>EARL (TITLE)</p>	<p>(a) THE HOLDER IS THE RIGHT HONOURABLE (forenames and family name) EARL OF (TITLE)</p> <p>(b) THE HOLDER IS THE RIGHT HONOURABLE (forenames) EARL (TITLE)</p> <p>NOTE: Courtesy titles are not described as 'THE RIGHT HONOURABLE'</p>
<p>COUNTESS</p> <p>(a) TITLE not the same as FAMILY</p>	<p>COUNTESS OF</p>	<p>(a) THE HOLDER IS THE RIGHT HONOURABLE</p>

NAME (b) TITLE <u>same</u> <u>as</u> FAMILY NAME	(TITLE) COUNTESS (TITLE)	(forenames and family name) COUNTESS OF (TITLE) (b) THE HOLDER IS THE RIGHT HONOURABLE (forenames) COUNTESS (TITLE) NOTE: Omit 'RIGHT HONOURABLE' in the case of a former wife
WIDOW	(a) Same as for COUNTESS if succeeding EARL has not married (b) Otherwise (first forename) COUNTESS OF (TITLE); or COUNTESS (TITLE)	(a) THE HOLDER IS THE RIGHT HONOURABLE (forenames and family name) COUNTESS OF (TITLE); or (b) THE HOLDER IS THE RIGHT HONOURABLE (forenames) COUNTESS (TITLE)
ELDEST SON AND WIFE	See Viscount (This is a courtesy title)	
MASTER (Title used by heir apparent to a Scottish peerage)	MASTER OF (NAME)	THE HOLDER IS (forenames and surname) THE MASTER OF (NAME)
YOUNGER SON	HON (first forename) (SURNAME)	THE HOLDER IS THE HONOURABLE (forenames and surname)
WIFE OF YOUNGER SON	HON MRS (HUSBAND'S first forename) (SURNAME)	THE HOLDER IS THE HONOURABLE MRS (HUSBAND'S first forename and surname) NEE (full forenames and maiden surname)

DAUGHTER		
(a) Unmarried	LADY (first forename and surname)	THE HOLDER IS LADY (full forenames and surname)
(b) Married to husband or lesser rank or commoner	LADY (first forename and surname)	THE HOLDER IS LADY (full forenames and surname)
	NOTE: If the person is a Privy Councillor “RT HON” can be entered before the title.	NOTE: If the person is also a Privy Councillor THE RIGHT HONOURABLE can be entered before the title where appropriate and “PC” after the title.

Viscount and family

Care should be taken on the use of the preposition ‘OF’ as this is omitted depending on the individual form of title

TITLE	PERSONAL DETAILS PAGE (SURNAME FIELD)	OBSERVATION
<p>VISCOUNT</p> <p>(a) TITLE not the same as FAMILY NAME</p> <p>(b) TITLE same as FAMILY NAME</p>	<p>VISCOUNT (TITLE)</p> <p>VISCOUNT (TITLE)</p>	<p>(a) THE HOLDER IS THE RIGHT HONOURABLE (forenames and family name) VISCOUNT (TITLE)</p> <p>(b) THE HOLDER IS THE RIGHT HONOURABLE (forenames) VISCOUNT (TITLE)</p>
<p>VISCOUNTESS</p> <p>(a) TITLE not the same as FAMILY NAME</p>	<p>VISCOUNTESS</p>	<p>(a) THE HOLDER IS THE RIGHT HONOURABLE</p>

NAME	(TITLE)	(forenames and family name) VISCOUNTESS (TITLE)
(b) TITLE <u>same as</u> FAMILY NAME	VISCOUNTESS (TITLE)	(b) THE HOLDER IS THE RIGHT HONOURABLE (forenames) VISCOUNTESS (TITLE)
WIDOW	(a) Same as for VISCOUNTESS if succeeding VISCOUNT has not married (b) Otherwise (first forename) VISCOUNTESS (TITLE)	(a) THE HOLDER IS THE RIGHT HONOURABLE (forenames and family name) VISCOUNTESS (TITLE); or (b) THE HOLDER IS THE RIGHT HONOURABLE (forenames) COUNTESS (TITLE)
SONS	HON (first forename) (SURNAME)	THE HOLDER IS THE HONOURABLE (forenames and surname)
WIVES OF SONS	HON (HUSBAND'S forename) (SURNAME) MRS first	THE HOLDER IS THE HONOURABLE MRS (HUSBAND'S first forename and surname) NEE (full forenames and maiden surname)
DAUGHTERS	(a) Unmarried (b) Married to a Knight or Baronet	(a) THE HOLDER IS THE HONOURABLE (full forenames and surname) (b) THE HOLDER IS THE HONOURABLE LADY (SURNAME) NEE THE HONOURABLE (full forenames and maiden

(c) Married to a Commoner	(c) HON MRS (SURNAME)	surname) (c) THE HOLDER IS THE HONOURABLE MRS (SURNAME) NEE THE HONOURABLE (full forenames and maiden surname)
	NOTE: If the person is a Privy Councillor "RT HON" is entered: (a) before the title; or, (b) in place of HON.	NOTE: If the person is also a Privy Councillor "PC" is entered after the title and THE RIGHT HONOURABLE entered in place of THE HONOURABLE

Members of the Judiciary

TITLE	PERSONAL DETAILS PAGE	OBSERVATION
HIGH COURT JUDGE	SURNAME AND FORENAMES	THE HOLDER IS THE HONOURABLE MR JUSTICE (forenames and surname) (honours)
CIRCUIT AND COUNTY COURT JUDGE	SURNAME AND FORENAMES	THE HOLDER IS HIS HONOUR (forenames and surname) (honours) (where held QC) NOTE: If holder of a knight hood enter SIR before name
LORD OF SESSION (Scottish Judge)	SURNAME AND FORENAMES	THE HOLDER IS THE HONOURABLE LORD (forenames and surname) (honours) (if held QC)

WIFE OF A LORD OF SESSION	SURNAME AND FORENAMES	THE HOLDER IS LADY (forenames and surname) (honours)
QUEEN'S COUNSEL	SURNAME AND FORENAMES	THE HOLDER IS (forenames and surname) (honours) QC NOTE: If holder of a knighthood enter SIR before name
JUSTICE OF THE PEACE	SURNAME AND FORENAMES	THE HOLDER IS (forenames and surname) (honours) JP NOTE: If holder of a knighthood enter SIR before name
	NOTE: If the person is a Privy Councillor "RT HON" is entered before the title or name.	NOTE: If the person is also a Privy Councillor THE RIGHT HONOURABLE is entered before the title (where appropriate) or name, and PC after the name.

Ecclesiastical titles and Ministers of Religion

(Anglican, Catholic, Methodist, and the Jewish faith)

TITLE	PERSONAL DETAILS PAGE	OBSERVATION
ARCHBISHOP		
(a) Anglican	(a) LORD ARCHBISHOP OF (SEE)	(a) THE HOLDER IS THE MOST REVEREND (forenames and surname) THE LORD ARCHBISHOP OF (SEE)
(b) Catholic	(b) ARCHBISHOP	(b) THE HOLDER IS THE MOST REVEREND (forenames

	OF (SEE)	and surname) ARCHBISHOP OF (SEE)
BISHOP (a) Anglican (b) Catholic	(a) LORD BISHOP OF SEE (b) BISHOP OF (DIOCESE)	(a) THE HOLDER IS THE RIGHT REVEREND (forenames and surname) THE LORD BISHOP OF (SEE) (b) THE HOLDER IS THE RIGHT REVEREND (forenames and surname) THE BISHOP OF (DIOCESE)
ABBOT	FORENAMES AND SURNAME	THE HOLDER IS THE RIGHT REVEREND (forenames and surname) ABBOT OF (COMMUNITY) or THE HOLDER IS THE RIGHT REVEREND ABBOT OF (COMMUNITY)
DEAN	FORENAMES AND SURNAME	THE HOLDER IS THE VERY REVEREND (forenames and surname) THE DEAN OF (Cathedral City) or THE HOLDER IS THE VERY REVEREND DEAN OF (Cathedral City)
ARCHDEACON	FORENAMES AND SURNAME	THE HOLDER IS THE VENERABLE (forenames and surname) THE ARCHDEACON OF (ARCHDEACONARY)
MONSIGNOR	FORENAMES AND SURNAME	THE HOLDER IS THE RIGHT REVEREND MONSIGNOR (forenames (or initials) and surname) NOTE: If also a Canon the observations is THE HOLDER

		IS THE RIGHT REVEREND MONSIGNOR CANON (forenames (or initials) and surname)
CANON (a) Anglican (b) Catholic	(a) FORENAMES AND SURNAME (b) FORENAMES AND SURNAME	(a) THE HOLDER IS THE REVEREND CANON (forenames (or initials) and surname) (b) THE HOLDER IS THE VERY REVEREND CANON (forenames (or initials) and surname)
PREBENDARY	FORENAMES AND SURNAME	THE HOLDER IS THE REVEREND PREBENDARY (forenames (or initials) and surname)

Ecclesiastical titles and Ministers of Religion

(Anglican, Catholic, Methodist, and the Jewish faith)

TITLE	PERSONAL DETAILS PAGE	OBSERVATIONS
MINISTER/PRIEST (Anglican, Catholic, Methodist, etc.)	FORENAMES AND SURNAME	THE HOLDER IS THE REVEREND (forenames (or initials) and surname)
SISTER	FORENAMES AND SURNAME	THE HOLDER IS SISTER (forenames and surname) NOTE: The observation can only be used when the Prefix has been granted: when a religious name is assumed no observation is to be made.

CHIEF RABBI	FORENAMES AND SURNAME	THE HOLDER IS THE VERY REVEREND DOCTOR (initials and surname)
RABBI DOCTOR	FORENAMES AND SURNAME	THE HOLDER IS RABBI DOCTOR (forenames and surname)
RABBI	FORENAMES AND SURNAME	THE HOLDER IS THE REVEREND (forenames and surname)

Doctorates, Professorships, stage names, officers, and politicians

TITLE	PERSONAL DETAILS PAGE	OBSERVATION
DOCTOR (Medical and other doctorates)	SURNAME AND FORENAMES	THE HOLDER IS (PROFESSIONAL TITLE) (forenames and surname)
MARRIED DOCTOR PRACTISING UNDER MAIDEN NAME	SURNAME AND FORENAMES	THE HOLDER IS ALSO KNOWN AS DOCTOR (forenames and maiden surname)
PROFESSOR	(a) SURNAME AND FORENAMES (b) SIR (FIRST FORENAME) AND SURNAME	(a) THE HOLDER IS PROFESSOR (forenames and surname) (b) THE HOLDER IS PROFESSOR SIR (forenames and surname)
STAGE NAME	(a) SURNAME AND FORENAMES (b) (SIR) (DAME) (FIRST FORENAME)	(a) THE HOLDER IS ALSO KNOWN AS (stage name) (b) THE HOLDER IS (TITLE) (forenames and surname)

		AND SURNAME	(honours) AND IS ALSO KNOWN AS (stage name)
OFFICERS OF THE ARMED SERVICES		(a) and (b) SURNAME AND FORENAMES or SIR (FIRST FORENAME) (SURNAME)	(a) THE HOLDER IS (Rank, (Sir) forenames and surname) (honours) (b) THE HOLDER IS (Rank, (Sir) forenames and surname) (RETIRED) (honours)
MEMBER OF PARLIAMENT		(a) SURNAME AND FORENAMES (b) (SIR) (DAME) FIRST FORENAME AND SURNAME	(a) THE HOLDER IS (forenames and surname) MP (b) THE HOLDER IS (SIR) (DAME) (forenames and surname) MP (honours)
MEMBER OF EUROPEAN PARLIAMENT		(a) SURNAME AND FORENAMES (b) (SIR) (DAME) FIRST FORENAME AND SURNAME	(a) THE HOLDER IS (forenames and surname) MEP (b) THE HOLDER IS (SIR) (DAME) (forenames and surname) MEP (honours) NOTE: MP takes priority when the holder is also an MEP
		NOTE: If the person is a Privy Councillor "RT HON" is entered before the title.	NOTE: If the person is also a Privy Councillor THE RIGHT HONOURABLE is entered before the title and "PC" after the title.