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Introduction

The British Nationality Act 1981, which came into force on the 1st January 1983, provides in certain circumstances for British nationality to be conferred by naturalisation or registration. Acquisition of British nationality by these means is evidence by the issue of a certificate by the UK Border Agency (UKBA). For passport purposes, applicants need to produce their original certificate to establish their claim to British nationality. Any changes or amendments to the legislation would have no effect on how we deal with applicants who have registered under the new sections and the new Acts.

If examining staff are concerned about the authenticity of a Naturalisation certificate, they should check the system in both names. If checks are clear, telephone the UKBA who will be able to confirm the details.

The examiner **must** ensure that receipt of the Registration or Naturalisation document is recorded on the system, within the supporting documents tab and that the document number is entered correctly on the application. Details of the Registration Certificate should be case noted to show the full status and details of any change of name.

Example: Nat Cert shows BC sec ***** BNA 81'

Cert No. ***** Ref no.*****

Issued HO *****

Please also see Registration Certificates.

Incorrect details entered on Naturalisation and Registration certificates

Where UKBA agree through the production of evidence that they have made an error on a certificate (that is that the information provided at the time of the certificate was correct, but that UKBA have not issued a certificate showing that information), then they will ordinarily re-issue the certificate showing the correct details.

Where the information printed on the certificate was believed to be correct at the time of issue, but new evidence came to light after issue that it was in fact incorrect and the certificate holder can provide satisfactory proof of the new details to UKBA, the certificate will be officially endorsed to show the correct details. Please see Amended Naturalisation Certificates below.

Where the information printed on the certificate was believed to be correct at the time of issue and the certificate holder later claims the details are incorrect but cannot provide satisfactory proof of the new details to UKBA, the certificate will be officially endorsed to show the claimed details. This can include endorsements to show that evidence was supplied; however these types of endorsements are only statements of the fact that evidence was supplied, not that UKBA accepted the evidence. These endorsements can therefore not be accepted by IPS in order to change the personal details on a passport. Please see Amended Naturalisation Certificates below.

Amended Naturalisation and Registration certificates

If there is more than one endorsement, both top left and top right corners are endorsed. In cases of endorsed certificates issued prior to 1986, the endorsement will be at the bottom of the certificate.

As explained above (Please see Incorrect details entered on Naturalisation and Registration certificates) UKBA will add endorsements to certificates in cases where satisfactory evidence of a change to personal details has been supplied and also where no evidence or evidence which is not considered to be satisfactory has been supplied. UKBA have confirmed that the issue of an endorsement is a note to show that either a claim of or documentary evidence of a change to a personal detail printed on the certificate has been presented, it does not confirm that UKBA have accepted the change unless it clearly states this.

Only endorsements where the change to personal details has been officially accepted by UKBA may be used as evidence by an applicant to change their personal details on a passport or passport application.

Where an endorsement is deemed not to be acceptable to change the personal details as requested by the applicant, a letter must be sent to the applicant to explain this in order to give them the opportunity to withdraw their

application or have it issued as per the original details entered on the certificate.

UKBA does not produce standardised endorsements, however some examples have been provided below:

Where a change of name has been officially accepted:

I HEREBY CERTIFY that this is a true extract of the Home Office record of the Certificate of Naturalisation (or Registration) issued to ***SURNAME***
FORENAMES (new names)

Where a certificate holder has claimed a different date of birth and this has been officially accepted:

"The correct date of birth of the holder of this certificate of registration (or naturalisation) is..... and not as entered overleaf."

Where a certificate holder has claimed a different place of birth and provided evidence, but this has not been officially accepted:

According to documentary evidence produced to the Home Office the place of birth of the person named below should read **(PLACE OF BIRTH)**

Where a certificate holder has claimed a different date of birth, but this has not been officially accepted:

"The holder has produced a birth certificate recording that he (or she) was born on"

OR

"The holder states that the correct date of birth is, but cannot provide evidence to support this"

Where a certificate holder has claimed a different date of birth and provided evidence, but this has not been officially accepted:

"According to documentary evidence produced to the Home Office the date of birth of the person named below is"

Where a certificate holder has claimed a different personal detail (which is not shown on the certificate), but this has not been officially accepted:

"After the certificate had been issued, the holder (or the holder's agents) informed the Home Office that his father's date of birth should have read; or that her title should be 'Miss'."

If staff are unsure about the meaning or wording of an endorsement they should telephone the United Kingdom Border Agency (UKBA) who will be able to confirm the details.

Change in personal details

Please note: the following instructions should also be applied when dealing with a change in personal details from a Registration certificate.

Names

Where the surname provided on the certificate differs to that on the application form, the examiner should ensure as far as possible that the applicant is the rightful holder of the document.

Where the name has altered as a result of marriage, the examiner must look at the marriage certificate and be able to see the name as shown on the registration/naturalisation certificate and how the new name was derived. For example the marriage certificate should **show** the person named as on the registration/naturalisation certificate married to a person with the new surname as shown on the application form. Where an Examiner can clearly see how a name is derived as a result of marriage, the application record should be case noted / iCase noted and the name accepted. The Examiner must ensure that the original name has been checked against the system. Where the surname on the certificate is shown in the previous name field this will have happened automatically. Where the surname has not been shown in the previous name field the examiner must perform a browse and case note the results. Please also see Names – Certificate of Naturalisation/Registration.

Where the **surname** has not changed as a result of marriage and the name differs due to what appears to be a spelling mistake on the document e.g. Smith – Smithe, and no evidence of change of name has been produced, the applicant should be advised by telephone, or by letter, that we will issue the passport in the name shown on the certificate with an observation to show the holder is also known as <name as shown on the application form>. The Examiner must ensure the name shown at section 2 is changed to reflect that shown on the certificate, that a case note/iCase note is added to the system, and the OBTO observation is included. All permutations of the name should be checked against the system e.g. Junior Jackson James should be checked as:

- Junior Jackson James,
- James Junior Jackson,
- Jackson James Junior,
- James Jackson Junior,
- Junior James Jackson,
- Jackson Junior James.

If the applicant objects to the use of the name as shown on the certificate, formal evidence of change of name must be requested. The examiner must ensure that the original name, as shown on the certificate, has been checked against system.

Where a **forename** has changed in the above circumstances, and the examiner can clearly see that the name shown on the application is the same name just spelt differently the examiner should proceed as at 7.2 and 7.3 above. Please also see Names - Minor Changes to Adult's Forenames.

Where the names on the system, **including the surname**, are in a **different order** to those on the certificate the examiner should ask for evidence of the change of name. The examiner must ensure that the original name, as shown on the certificate, has been checked against the system.

Where the names, **excluding the surname**, are in a **different order** to those on the certificate and no evidence of change of name has been produced, the applicant should be advised that we will issue the passport in the name shown on the certificate with an observation to show the holder is also known as <name as shown on the application form>. The Examiner must ensure the name shown at section 2 is changed to reflect that shown on the certificate that a case note / iCase note is added to the system, and the OBTO observation is included. The examiner must ensure that all permutations of the original name, as shown on the certificate, have been checked against the system.

If the applicant objects to the use of the name as shown on the certificate, formal evidence of change of name must be requested. The examiner must ensure that all permutations of the original name, as shown on the certificate, have been checked against the system.

Where the certificate shows additional forenames to those shown on the application form/the system (but not in different order), the examiner should advise the applicant either by telephone or letter that we will issue the passport in the name shown on the certificate with an observation to show the holder is also known as <name shown on the application form> unless the applicant provides evidence to show otherwise. Please also see Names – Minor Changes to Adult's Forenames. The examiner must ensure the name shown at section 2 is changed to reflect that shown on the certificate, a case note / icase note must be added to the system to explain the difference in the names. The OBTO observation must be shown on the passport.

Please also see the Names page.

Date of birth (DOB)

Where the certificate shows a different date of birth to that shown on the application form, the examiner should amend the date of birth on the system to show that on the certificate and affix a case note. The applicant should be advised that the passport has to be issued to match the certificate.

Where the date of birth shown on the certificate consists of a year of birth only, the Unknown Date of Birth policy should be applied.

Place of birth (POB)

Where the place of birth on the certificate differs to that on the system, the place of birth on the system should be amended to reflect what is shown on the document unless the place of birth is shown as a place that is not formally recognised, in which case the name by which the place is recognised should be used e.g. Salisbury Rhodesia to Harare Zimbabwe.

Please also see Place of Birth.