

## **Divisional Records**

### **Reference material**

The following records and reference materials are held in INPD(L), unless otherwise indicated. NB. Those marked \* should also be available in each Team.

#### **Legal and Parliamentary**

Stones Justices Manual  
The Sentence of the Court - A Handbook for Magistrates (Watkins/Gordon/Jeffries)  
The Sentence of the Court - A Handbook for the Courts  
The Ombudsman in Your Files\*  
Getting the Best Out of Your Lawyer - A Guide for Officials\*  
Departmental Evidence & Response to Select Committees  
Miscellaneous Court Judgements  
Vachers Parliamentary Companion\*  
Hindu & Muslim Marriage Laws in Commonwealth Countries  
Marriage & Divorce Laws of Foreign Countries  
The Illegitimate Child in International Law (Compendium of Foreign Legitimacy Laws)  
Selected UN and European Convention & Protocols relating to adoption, human rights, and other matters  
Commonwealth Country files  
Miscellaneous statutes

#### **Nationality material**

British Nationality Law & Practice (Mervyn Jones)  
Nationality & Naturalization (Piggott)  
Nationality - English Law on the High Seas & Beyond the Realm (Piggott)  
Nationality & Citizenship Laws (Parry)  
British Nationality (Parry)  
Nationality & Citizenship Laws of the Commonwealth and Ireland (Parry)  
British Nationality Law (Fransman) (1st edition)\*  
British Nationality Law (Fransman) (2nd edition)  
The New Nationality Law (MacDonald & Blake)  
Naturalisation (Josling)  
British Nationality - The New Law (Stanbrook)  
British Nationality - A Guide to the New Law (Dummett & Martin)  
History of Naturalisation, 1252-1970 (Ross)  
Papers relating to British nationality statutes (1870-1990), including Hansards and a note on the history of the British Nationality Act 1981  
British Nationality Act 1981 - List of Ministerial commitments  
Commonwealth Countries - Independence and Citizenship Laws  
Citizenship Laws of Other Countries  
Naturalisation Laws of Foreign Countries  
European Bulletin on Nationality (Council of Europe)  
Constitution of the Union of Burma  
Civil Code of the Empire of Ethiopia  
Laws Concerning Nationality (United Nations)  
A Collection of Nationality Laws of Various Countries (Flourney & Hudson)  
United Kingdom statutes relating to nationality and the status of British protected person  
Statistics of persons acquiring citizenship of the UK and Colonies/British citizenship (1962-1983)  
Application forms and information leaflets (1870-present)  
Obsolete Nationality Division stock letters

### **Immigration material**

Immigration Act 1971 - A General Guide  
Immigration Law and Practice (MacDonald & Blake)  
United Kingdom immigration statutes  
Commonwealth Immigrants Act statistics (1962-1973)

### **Family law**

Children Act 1989 - A Procedural Handbook (Harris & Scanlon)  
Selected United Kingdom legislation relating to registration of births, deaths and marriages

### **Atlases**

Readers Digest Atlas of the World\*  
Times Atlas of the World  
Times Gazetteer of the World  
Imperial Gazetteer of India  
India and Pakistan Gazetteer  
Bartholemew's Survey Gazetteer of the British Isles  
Miscellaneous Maps of the Colonies

### **Internal guidance & instructions**

Foreign & Commonwealth Office Directory  
Diplomatic Service Procedures:

- Volume 1 - Entry Clearance and General
- Volume 2 - Passports
- Volume 3 - Legal Matters
- Volume 6 - Marriages; Registration of Births and Deaths
- Volume 7 - Nationality\*
- Volume 44 - Laws
- Volume 46 - Guidance to Governors and Specified Officials

Passport Office Order Book  
Travel Document Section Caseworkers Manual  
Asylum Directorate Caseworkers Manual  
General Instructions to the Immigration Service  
Commonwealth Immigrants Act 1962 - Instructions to Immigration Officers  
EU Handbook  
Immigration Directorate Instructions (IDIs)  
Consolidated Circular to Police on Crime & Kindred Matters  
Home Office IND Police Handbook  
Aliens Order 1920 - Police Handbook  
A Guide to Forgery  
A Guide to Forgery Detection  
Parliamentary Questions\*  
Nationality Directorate Staff Instructions\*  
Nationality Division Handbook of Instructions \*  
British Nationality Act 1981 Staff Instructions\*  
Instructions to LNO Caseworkers (1989)\*  
B4 Computer Manual/ Keynote Notices/CSL Instructions  
B4 Division Staff Instructions (original versions of Volumes 1 and 2)  
Home Office Library Circulars  
Information Notes (1959-1976)  
Staff Memoranda (1953-75)  
Temporary Instructions (1976-90)  
B4 General Notices (1982-91)

LNO Notices (1988-90)  
B4/ND/Group F/Nationality Notices (1988-present): MSU  
Home Office Notices: Management Unit  
IND Notices: Management Unit  
Staff Handbook\*  
Guide for Line Managers\*  
Race Relations\*  
Data Protection Act 1984 - Handbook  
Official Secrets Act 1989 - A Basic Guide: Training  
Work Station Assessment Guide NDCS  
Security in the Home Office  
Security Matters - It's Your Responsibility: Training  
Health and Safety Policy Statement: Management Unit  
Race Relations Policy Statement & Guidance: Management Unit

**Miscellaneous material**

Commonwealth Yearbook  
Whittaker's Almanack  
Statesman's Yearbook  
Police and Constabulary Almanac\*  
Who's Who  
London Diplomatic List\*  
Diplomatic Service Overseas Reference List\*  
Dominions Office & Colonial Office List 1938  
Handbook on the Peculiarities of Foreign Names  
The Complete Plain Words (Gowers)  
Hong Kong 1986 - A Review of 1985  
Hong Kong - The Eclipse (Endacott)  
Chronological Table of Events 1917-1948  
Selected Official Reports (HAC, FAC, IND, JCWI, etc)  
Family Tree of the Electress Sophia of Hanover

**Records of naturalisations, registrations etc**

With certain exceptions, as indicated below, official copies of certificates and declarations are kept either in the Public Records Office, Kew, or in the Hayes Record Centre (pending transfer to the Public Records Office).

**Records held in INPD(L)**

Certificates of registration in accordance with the British Nationality Act 1958, British Nationality Act 1964, British Nationality (No.2) Act 1964, British Nationality Act 1965  
Certificates under the British Protectorates, Protected States and Protected Persons Orders 1965 & 1974  
Doubt certificates  
Certificates of registration under s.5 of the British Nationality Act 1981 (Gibraltar)  
Declarations of renunciation since 1982 (but see below in the case of renunciation of British Dependent Territories citizenship)  
Notices of intention by citizens of South Africa to apply for registration  
Declarations of intention to resume under s.16 of the British Nationality 1948 and s.4(2) of the Cyprus Act 1960  
Returns of Registrations in Commonwealth countries, 1949-1982  
Certificates of registration and naturalisation as a British Dependent Territories citizen issued in Hong Kong  
Naturalisation Index to Names  
Aliens Register of Certificates of Naturalisation (1844-1870)  
Register of Registration Certificate Numbers

List of persons to whom letters of denization have been granted since 1801

List of persons who have obtained Acts of naturalisation (1801-1900)

Card indices for:

- Declarations under the Burma Independence Act 1947
- Irish index (ELAs and Es)
- Declarations of Acquisition of British Nationality
- Overseas Naturalisation and Registration
- Revocation under the British Nationality and Status of Aliens Act 1914
- Renunciation in the United Kingdom and overseas
- Deprivation under the British Nationality Act 1948
- Certificates of registration & naturalisation declared null and void (1980-present)

**Records held in the offices of the governors of the dependent territories**

Certificates of naturalisation and registration as a British Dependent Territories citizen issued under the delegated authority of the Home Secretary (except certificates issued in Hong Kong)

Declarations of renunciation of British Dependent Territories citizenship registered under the delegated authority of the Home Secretary

**Records held in the British consulate, Hong Kong**

Central register of persons who have acquired the status of British Nationality (Overseas)

Archived