



British Embassy  
Berne

# **Information Pack for British Prisoners in Liechtenstein**

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## Introduction

### Who can help?

The Foreign and Commonwealth Office (FCO):

The FCO is represented overseas by its Embassies and Consulates (High Commission in Commonwealth Countries). Both employ Consular officers, and one of their duties is to provide help and advice to any British National who gets into difficulty in a foreign country.

### About the Embassy

We are impartial; we are not here to judge you. We aim to make sure that you are treated properly and fairly in accordance with local regulations, and that you are treated no less favourably than other prisoners.

We can answer questions about your welfare and about prison regulations but you must ask your lawyer or the court about legal matters. The attached list of lawyers is provided by the British Embassy for your convenience, but neither Her Majesty's Government, nor any official of the Consulate, take any responsibility for the competence or probity of any firm/advocate on the list or for the consequence of any legal action initiated or advice given.

We cannot get you out of prison, pay fines or stand bail or interfere with local judicial procedures to get you out of prison nor secure you an earlier trial date; we cannot investigate a crime.

We have tried to make sure that the information in this booklet is accurate and up to date, but the British Embassy cannot accept legal responsibility for any errors or omissions in the information. If in doubt contact a lawyer.

### Who are the Consular Representatives?

**Enno van der Graaf**, Vice-Consul [enno.vandergraaf@fco.gsi.gov.uk](mailto:enno.vandergraaf@fco.gsi.gov.uk)

**Sarmila Lingam**, Pro-Consul [sarmila.lingam@fco.gov.uk](mailto:sarmila.lingam@fco.gov.uk)

**Sarah Ridout**, Pro-Consul [sarah.ridout@fco.gov.uk](mailto:sarah.ridout@fco.gov.uk)

### Contact Information

#### BRITISH EMBASSY BERNE

Thunstrasse 50, 3005 Berne, Switzerland

Tel: +41 (0)31 359 77 00 – Fax: +41 (0)31 359 77 65 - [info.berne@fco.gsi.gov.uk](mailto:info.berne@fco.gsi.gov.uk)

[www.gov.uk/world/Liechtenstein](http://www.gov.uk/world/Liechtenstein)

Opening hours: Monday – Friday 08:30 – 12:30 / 13:30 – 17:00

## First Steps

### Who will know I have been detained?

When a British citizen is arrested and detained in Liechtenstein, the Liechtenstein authorities must inform the Embassy upon the prisoner's formal request and it is their right to have this notification done by the authorities. However, we often learn of an arrest informally from friends or family.

### What will my family be told?

For reasons of confidentiality we are not permitted to tell anyone, even your family that you have been detained or what the charges are without your permission.

### What will the Consulate do?

We aim to contact you, depending on local procedures, within 24 hours of being told about your arrest or detention. If you want us to, we will then aim to visit you as soon as possible. A Consular Officer will also visit you if you are sentenced following your sentencing. If you need to contact the Consulate after this second visit you should do so in writing.

Please note that it can take a few days to obtain a visiting permit. During the initial visit you will have the opportunity to discuss any health issues, security concerns, your treatment in prison and any other general issues that you wish to raise with our Consular staff. At each Consular visit, our staff will complete a "Visit Report Form". If there is any information that you would prefer not to disclose to Next of Kin you should let us know during the visit.

If appropriate, we will consider approaching the local authorities if you are not treated in line with internationally-accepted standards.

### Would I have a criminal record in the UK?

You should be aware that if you have been convicted for certain serious offences, such as sexual assault or drugs trafficking, we are obliged to inform the UK police. It is therefore possible that information about this offence may appear if a Criminal Records Bureau check were carried out by a prospective employer.

## Visits

### How do my family and friends arrange a visit?

Arrangements to travel to Liechtenstein to make a prison visit should never be made until it is clear that a permit has been issued and an appointment has been made. Doing so can only result in disappointment.

Relatives wishing to visit must first obtain a permit. This should be done in writing, enclosing evidence of identity (a photocopy of the identity page of their passport) and *proof of their relationship* (e.g. a copy of a marriage/birth certificate showing your name and theirs). Partners should also provide proof of this e.g. a joint bank account or shared residence or any other means. Others may also apply for a permit in the same manner but should enclose a letter explaining the reason for the request to visit.

When on remand the application should be submitted to the prosecutor in charge of the case. A prosecutor (DE: Staatsanwalt) has, however, the authority to refuse permission for a visit by even the closest members of family if he/she considers it not to be in the interest of his investigation.

A person wishing to apply for a visiting permit after a final sentence has been pronounced and all appeal procedures have been exhausted can do so to the Prison Governor.

If help is required with arranging a first visit, Consular staff or your lawyer can help you do this.

### **How many visits am I allowed?**

Please check with the prison authority when visits are allowed.

In principle, visits are permissible only during set visiting hours. Visitors must give at least 24 hours advance notice prior to the desired visiting hours.

Any visits to detainees awaiting trial must be approved by the competent judge.

During the visit it is prohibited to hand over or accept any objects.

Exceptions as to visiting hours, visiting periods, visiting frequency and visiting places may be made on a case-to-case basis. In order to obtain a special permission of this kind, a request stating the grounds on which such request has been made should be directed to the head of the institution.

Visits may be supervised without notice and, if need be, an interpreter may be called in for such purpose. Inmates should inform their visitors about such supervision.

Visiting hours:

Monday through Friday (on business days): 08:00 - 11:00 a.m. / 13:00 - 17:00 p.m.

Saturday: 08:00 - 11:00 a.m. / 13:00 - 17:00 p.m.

Inmates may receive at least one visit of at least half an hour every week. At least once in six weeks, the visitation period can be at least one hour in duration.

Advance notice for visits: telephone number +423 236 77 55 or to the Landesgefängnis, Gewerbeweg 4, FL-9490 Vaduz.

### **Consular visits**

During our initial Consular visit you will have the opportunity to discuss any health issues, security concerns, your treatment in prison and any other general issues that you wish to raise with our Consular staff. Our staff will complete a "Visit Report Form". If there is any information that you would prefer not to disclose to Next of Kin you should let us know during the visit. For more details please see 'what will the Consulate do'.

### **What can visitors bring?**

Inmates are permitted to receive one package of food products, beverages and tobacco per month. Such packages may not weigh more than 5 kg. Inmates may not receive food products, beverages or tobacco that contain alcohol, are perishable or cannot be consumed

without further preparation. In addition, self-made food items such as cakes, biscuits etc. are prohibited.

Inmates may purchase books for further education or entertainment at their own expense after written approval has been granted by the head of the institution. Newspapers and magazines must, without exception, be purchased only through the Liechtenstein State Prison at the inmates' expense. In this case too, the approval of the head of the institution is required.

Packages containing items that cannot be handed to inmates or items that cannot be kept (for example live animals, motor vehicles and others) will be refused.

## **Prison conditions/services**

### **Arrival at prison**

The British Embassy cannot store your personal belongings on your behalf. However, passport and driver's licence are usually retained at the courts until the end of your sentence. Please note that your passport might be kept by the courts as evidence of the alleged crime or as a condition for your bail/parole. This measure is taken by the courts to prevent you from skipping bail.

A medical check will be carried out by a public health officer.

### **General prison conditions**

The purchase of articles of daily takes place once a week on a given day of the week. The appropriate order forms should be handed to the competent correctional staff member the week before.

For organizational reasons, it is not possible to use money for the purchase that has not been received by 12 o'clock the previous day.

It is not permitted to hoard larger quantities of food products, beverages and tobacco, consumer items and the like.

Any additional food products as well as additional beverages and tobacco may be purchased only from the purchase list which contains items that have been specifically approved by the head of the institution. The purchase list is available from the competent correctional staff member.

### **How can I receive money?**

Own money deposits may be accepted only in cash and only through the competent correctional staff member. The maximum amount inmates may deposit per month is CHF 300.--.

## **OPTIONS TO TRANSFER FUNDS TO BRITISH NATIONALS OVERSEAS VIA THE FOREIGN AND COMMONWEALTH OFFICE**

Please note that we can only advance funds to the person overseas once your payment has cleared in our account.

## 1. Electronic Bank transfers

Payment by electronic/internet bank transfer can be made either using online or telephone banking, or at your local bank or building society.

For all bank transfers, you will need to include the following details:

Bank: National Westminster Bank

Account Name: FCO Multi Vote

Sort Code: 60-70-80

Account Number: 10012362

Reference: FCO **case reference number** (which can be found at the top of this letter), **surname and first name of the person** you are sending the funds for, plus country name if possible,

e.g. 11-THB-123456 SMITH JOE - THAILAND *or*

CON-1234 SMITH JOE – THAILAND

IBAN GB56NWBK60708010012362

SWIFT/BIC NWBKGB2L

You may also need our bank address which is:

London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London, EC2M 4RB.

## 2. By Post

Payments by **Postal Order, Bankers Draft, Building Society Cheque or personal cheque** should be crossed and made payable to "The Foreign and Commonwealth Office". They should be sent to:

Accounts Receivable  
Foreign and Commonwealth Office  
Corporate Service Centre  
PO Box 6108  
Milton Keynes  
MK10 1PX

We recommend that you use Special Delivery.

Please ensure that you include a note briefly explaining who the money is for, why you are sending these funds and quoting the FCO case reference number. You may wish to use the payment slip on the next page.

If you would like a receipt, please include a stamped addressed envelope.

Please note that it can take approximately 15 days for personal cheques to clear and for payment to be received. Please write the cheque guarantee number and expiry date, and the FCO case reference number, on the back of the cheque.

We are unable to receive payment by credit or debit card, or by cash.

To: Foreign and Commonwealth Office

FCO case reference number:

Date:

Please find enclosed funds for:

Full Name:

Country/place the above is in:

Amount enclosed:

Fee to be deducted:

Payment method:  
My name is:  
My address is:

Money sent to you will be deposited in your prison account (Swiss Francs), where this facility is available, or they will be given directly to you. Please note that our Consular staff cannot be responsible for the loss of funds by the Prison authorities.

Please note that the Embassy does not provide financial support to British Nationals in prison abroad.

### **Can I work or study in prison?**

Yes, there is an obligation to work for regular prisoners. Prisoners awaiting trial are not obliged to work. Furthermore, there is the possibility to participate in distance learning courses (decided on an individual basis).

### **Can I receive medical and dental treatment?**

If you have a long standing medical problem and have received treatment for it in the UK, it may be useful if you have your medical records, or at least a report sent from your doctor in the UK. Your UK doctor can send the report, via the Embassy, addressed to you.

Except in cases of emergency, inmates may not call on the facility doctor or a dentist unless they have made a written request to do so and given prior notice. The reasons for the visit to the doctor must be stated.

The doctor is available once a week.

Unless otherwise directed by the facility doctor, prescribed medications must be taken immediately upon their administration in the presence and upon the orders of the correctional staff member in charge of administration.

It is not permitted to hoard, abuse and pass on medications to other inmates.

### **Food and Diet**

The prison authorities have assured us that the food they provide is a balanced diet supplying the necessary daily nutritional requirements. A special diet can be provided on medical (e.g. diabetes, high blood pressure) or religious grounds (no Kosher food available). This does also apply to vegetarians. You can supplement your diet by buying fruit and other items from the prison shop, when available.

### **Mail/Parcels**

There is usually no limit to the number of letters you may send or receive. The prison authorities are obliged to deliver letters with the minimum of delay. Please be aware that the prison might read your letters before sending them to the recipient (exception; correspondence with legal representative – contents will not be checked). If you are told you are not allowed to receive letters in English, you should notify a Consular Officer and we will liaise with the prison.



Usually mail in German or English is distributed to the prisoner as soon as it arrives to the prison and has been checked by the prison staff. If some correspondence is written in another language, it will be first translated by personnel outside the prison. This procedure may cause significant delays between the date of the mail reception by the prison and its effective delivery to the prisoner.

Our Consular staff will reply to your written correspondence within our target of 20 working days (excluding postage time), but only if your correspondence is of what we consider to be a "serious nature", e.g. if you have a serious health issue for which you need our help or if you have serious concerns for your safety please raise any issues with us during Consular visits.

You can receive parcels from your family. Please be aware that parcels should be sent directly to the prison; parcels sent to the Embassy will not be forwarded to you. Parcels must have the name and details of the sender otherwise the parcel will be refused. A list of acceptable items to be received by the prisoners is available from the prison.

Any and all correspondence is handled by the in-house post office.

Subject to special legal exceptions, inmates must not seal their outgoing correspondence prior to handing it over to the competent correctional staff member.

If inmates are not able to procure stationery and envelopes through the state prison at their own expense, such items may be requested from the competent correctional staff member.

### **Can I make telephone calls?**

Inmates who have filed a written request may, for reasons worthy of consideration, be allowed to make telephone calls with, including, but not limited to, relatives, advisers, social institutions, public authorities, legal counsels and welfare centres. Telephone calls may be made only during the stated hours. Different hours will be determined by the head of the institution on a case-to-case basis (for example, if different time zones need to be taken into account). Any costs incurred with respect to a telephone call will, in principle, be borne by the inmate concerned.

No telephone call are allowed unless a written request is made to the head of the institution stating the purpose of the telephone call, the person called, the telephone number and in case of foreign calls also the country, the place and the language in which the telephone call shall be made.

Detainees awaiting trial must, in addition, obtain the approval of the competent judge.

Unless directed otherwise, it is within the discretion of the correctional staff member in charge of supervision to decide how long telephone calls may be in duration.

Telephone calls may be supervised without any further notice and, if need be, an interpreter may be called in for such purpose. Inmates must inform the person called about such supervision.

If the supervision of a telephone call needing supervision is not possible, such telephone call must be made at a later time.

## Leisure and entertainment

Radio reception and operation of other sound reproducers and television sets:

Inmates are allowed to use the in-house broadcasting facility or, as the case may be, the sound reproducers or television sets which have been granted as a privilege. The volume of such devices must be kept at tolerable levels. Other inmates may not be disturbed in their sleep.

Issue of books:

- a) the issue and exchange of books is subject to regulation;
- b) information on available books is maintained in the prison library;
- c) books on loan must be treated with utmost care. Inmates are liable for any damage or loss;
- d) books may not be passed on to fellow inmates without permission and inmates may not take them to the work place.

Games:

Only such games may be played that are not prohibited and do not pose a threat to the peace, order and safety of the Liechtenstein State Prison.

Recreation rooms:

The use of recreation rooms is subject to such regulation.

Handicraft work:

Any purchase of materials for handicraft work requires the approval of the head of the institution.

Any work which may pose a threat to the security and order in the Liechtenstein State Prison or bother fellow inmates is prohibited.

Sports:

The use of sporting facilities is subject to regulation.

Privileges (for example television sets, sound reproducers, games consoles) are granted to prisoners no sooner than 14 days after the start of their sentence, provided they show that they are willing to participate in achieving the purposes of the imprisonment.

If inmates are allowed the privilege or convenience of having sports equipment, television sets, radio sets and musical instruments of their own, such items may only be obtained through the Liechtenstein State Prison at the inmate's expense. Exceptions may be granted by the head of the institution in certain cases.

## Drugs

It is widely known that drug trafficking between inmates in prisons is widespread. If you are caught with any kind of illegal drugs (marijuana, cocaine, etc) and alcohol you will be punished accordingly. As a result you may lose your job or school place and might be sent to confinement for a period. In addition you can be prosecuted accordingly for the use, possession and trafficking of illegal drugs. Tobacco cigarettes are allowed inside Liechtenstein prisons.

In principle, smoking is permitted only in prison cells and during exercise outdoors. Smoking areas, if any, in common rooms are specifically designated. During escorted temporary absences and transfers, smoking is prohibited. Adolescents under 16 years of age are generally prohibited from smoking. In addition, the head of the institution may impose additional smoking bans (for example under hygiene rules).

The use of any intoxicants is prohibited.

### **How can I make a complaint about mistreatment?**

If you have been tortured or mistreated, please inform Consular staff as soon as it is safe for you to do so. We will then do our best to visit you; to check on your welfare; discuss the allegations; and inform you of any local complaints procedures and supportive organisations that you may wish to consider. With your permission, and where appropriate, we may also be able to raise your allegations of torture and/or mistreatment with the authorities.

## **The Liechtenstein Judicial System**

The Embassy cannot interfere with the Liechtenstein Judicial system. We cannot ask for your case to be judged quickly or ask the authorities to waive any penalties. Below you will find more information about the Liechtenstein judicial system.

### **Is the system the same as the UK?**

The judicial system is organised in three grades of judgement;

- 1 – Court of Justice/Landgericht (First Instance)
- 2 – Court of Appeal/Obergericht (Second Instance)
- 3 – Supreme Court/Oberster Gerichtshof

Your lawyer will be best placed to provide comprehensive information about Liechtenstein judicial system.

### **What should happen when I am arrested?**

You will be taken to the prison in Vaduz;

At the moment of your arrest you should be made aware of your rights;

1. Right to appoint a legal representative from the start  
You will be accused by the prosecutor's office (DE: Staatsanwaltschaft) and if you can't afford a private lawyer the Court will appoint a public defender for you.
2. Right to a translator from the first police hearing  
The officer that arrested you might want to take a statement from you. This has to be done with a translator or someone who can speak English.
3. Right to refuse to give information  
Please note: "Yes/No" or "I don't know" is considered a statement.

The police are obliged to inform your relatives of your arrest upon your request. You should inform the authorities if you wish the British Embassy or your employer to be informed additionally.

### **For how long can I be remanded in custody?**

The police establish the identity of the arrested person immediately after the arrest, informs him or her of the reason for the arrest in a language the person can understand and cautions the person as to his or her rights. Thereafter, they inform investigative judge immediately of the arrest. They then question the arrested person on the suspected offences and carry out appropriate investigations immediately in order to substantiate or rebut the allegations and any other grounds for detention. If investigations reveal that there are no grounds for detention or such reasons no longer apply, they then release the arrested person immediately. If the investigations confirm the suspicions and any grounds for detention, the detention will be maintained.

The investigative judge questions the person immediately and gives the person the opportunity to make a statement regarding the suspected offence and the grounds for remand. If the suspicions and the grounds for remand are confirmed, the investigative judge has the right to extend the pre-trial detention within 48 hours of the arrest, for the person to be remanded in custody or for an alternative measure.

### **What happens when I am charged?**

The public prosecutor will inform you, your lawyer/public defender and the prison authorities of your charge. If you don't have a private lawyer you will be assisted by public defenders who will put forward requests for options such as conditional release etc, as soon as you are entitled to them. Your lawyer/public defender will be best placed to advise on this matter.

### **What provision is there for bail?**

Liechtenstein penal procedure may allow a person charged with an offence to remain at liberty (e.g. on bail). Serious crimes with a punishment of more than five years imprisonment don't have provision for bail. Your lawyer/public defender will be best placed to advise on this matter.

### **What kind of legal assistance is available**

You can hire a lawyer for yourself at any time after your arrest; a list of lawyers will be given to you also at your first interview with the Police and can also be found as an annex to this document. Normally, if you hire a private lawyer they will ask for a prepayment for their estimated legal fees before they will take your case on. The British Embassy cannot pay legal fees or guarantee to a lawyer that you will pay them.

Alternatively, your case will be taken by a public defender, and if later on you decide to hire a lawyer the case will be transferred to the new lawyer.

### **What happens at the trial?**

On your trial day, you will be taken to the court office where your case is being handled. There will be a judge in charge of your case along with the public prosecutor and your lawyer or public defender. If you don't speak German the court will be responsible for hiring an interpreter to assist you during the trial.

Proceedings before the court of first instance and the court of appeal, together with the oral passing of judgments and decrees of these courts will, with the exception of the judges' deliberations, be conducted in public.

### **Sentences**

Sentences vary in Liechtenstein and will depend on the seriousness of the crime. Your lawyer/public defender will be best placed to advise on length of sentences and on appeals' processes.

### **How can appeals be made?**

You have the right to appeal against your sentence through your lawyer or public defender. In such cases a lawyer's opinion of the case is strongly recommended before proceeding.

### **What provision is there for reduction of sentence (remission) e.g. for good behaviour?**

1) Where an offender has served half of the time-limited sentence of imprisonment imposed in the judgement or by way of a pardon, but at least three months, then the remainder of the sentence is conditionally suspended and a probationary period is determined, if it is likely that the enforcement of the remainder of the sentence is not needed to prevent the offender from committing further offences.

2) Where an offender has served two thirds of the time-limited sentence of imprisonment imposed in the judgement or by way of a pardon, but at least three months, then the remainder of the sentence is conditionally suspended and a probationary period is determined, unless particular reasons give rise to the fear that the offender would commit further offences if released.

3) If the penalty of imprisonment has been imposed for an act committed before reaching the age of twenty-one, then the minimum time that must be served (paragraphs 1 and 2) is one month.

4) Every decision on conditional release must take into account the personal qualities of the offender, his previous conduct, his prospects for an honest living, and his behaviour during enforcement, and whether, for particular reasons, enforcement of the remainder of the sentence is needed to deter others from committing offences. Conditional release is granted only in conjunction with other measures.

5) An offender sentenced to imprisonment for life may not be granted conditional release before he has served fifteen years. Where this requirement is met, he can nevertheless be granted conditional release only if, in light of his personal qualities, his previous conduct, his prospects for an honest living, and his behaviour during enforcement, it is likely that he will not commit further offences if released.

Your lawyer is best placed to advise you on reduction of sentence (remission).

### **What provision is there for early release e.g. on parole?**

Your lawyer will be able to assist you in case you decide to apply for any of these benefits.

### **What provision is there for clemency or pardon?**

A mitigation or remission of a penalty that is incurred may only be granted by the Prince. Petitions to such effect should be forwarded by the Court of Justice to the Court of Appeal, enclosing the files and an opinion from the court; the Court of Appeal may reject the petition immediately if it considers it to be unjustified but will otherwise submit it to the Prince with its own opinion.

As a rule, petitions for pardon will not hinder the execution of the criminal judgment. In submitting petitions for pardon, the court will always also take into account the suspension of the execution of the sentence.

Immediately after rendering a judgment sentencing an adolescent person who has not yet reached the age of eighteen years, the court will examine *ex officio* whether the convicted offender should be proposed for pardoning.

This examination of the matter of pardoning is documented in the record.

If special reasons apply which let the convicted offender appear worthy of pardoning, the court will submit a specific application on the amount in which the sentence should be rescinded or commuted. The files will be sent to the Court of Appeal after the judgment has become final. Where an adolescent who has not yet reached the age of twenty years has served the larger part of his sentence and has given convincing proof during his penal detention of having mended his ways, the Court of Justice may apply *ex officio* apply for the rest of the sentence to be rescinded by way of lenience.

### **What about any financial penalties?**

A financial penalty may be added to a prison sentence on particular occasions.

The Liechtenstein criminal code also applies for actions committed inside the prison (especially material damages that may be caused by the prisoner during his detention inside his cell or during various activities) and financial sentences may be inflicted in case of a breach of the law.

### **Is transfer to another prison within Liechtenstein possible?**

There is only one prison in Liechtenstein. Transfers to prisons in Austria or Switzerland are possible under certain conditions. Long-term sentences of Liechtenstein Courts are normally executed in Austrian prisons due to a bilateral treaty between Austria and Liechtenstein.

### **Is transfer to the UK a possibility?**

Yes, on the basis of the European Convention on the Transfer of Sentenced Persons where both Liechtenstein and the UK are member states to this convention.

### **What are the procedures for release and deportation?**

If the prisoner is released and they do not have an expulsion order issued against them, they can leave the country at any time at their own expense.

If Liechtenstein's public safety is considered to be threatened by a foreigner, the Migration and Passport Office may decide on their deportation. The decision to deport can be combined with a limited or unlimited banning order regarding the Liechtenstein territory. The deportation will be executed by the Police.

## Prisoners Abroad

Since 1978 the charity Prisoners Abroad has offered practical support and advice to British citizens imprisoned overseas. It is the only UK charity providing this service and it is available to all, whether guilty or innocent, convicted or on remand. Prisoners Abroad is concerned with your health and welfare, both during your imprisonment and also on your return to the UK, through their resettlement service (if you have registered whilst in prison). They can also provide support and advice to your family during your imprisonment. In order to access any services, prisoners must first register with Prisoners Abroad by signing and returning their authorisation form.

Once you seek help from Prisoners Abroad, the Prisoner & Family Support Service will be your point of contact for advice and information. The type of assistance they can offer will vary from country to country, but generally they can provide you with information, in English, on:

- your rights as a prisoner and issues that may affect you such as health or transfer to the UK
- obtaining magazines, newspapers, books and the regular Prisoners Abroad newsletter
- writing to a pen pal
- learning the language of your country of imprisonment
- translation of documents
- grants for food if you are in a developing country and don't have funds from other sources
- grants for essential medicines and toiletries if you don't have funds from other sources
- preparing for release
- help for your loved ones, including information, family support groups and assistance with the cost of visiting

Prisoners Abroad  
89 – 93 Fonthill Road  
London N4 3JH  
UK

**Telephone:** 00 44 (0)20 7561 6820 or, for your relatives in the UK, Freephone 0808 172 0098

(Mondays to Fridays 9.30 am to 4.30 pm, UK time)

**Email:** [info@prisonersabroad.org.uk](mailto:info@prisonersabroad.org.uk)

**Website:** [www.prisonersabroad.org.uk](http://www.prisonersabroad.org.uk)

## Glossary of Terms

### TRANSLATION OF USEFUL TERMS English into [German](#)

Abduction	Entführung
Access to file (by lawyer)	Zugriff auf Akte
Accomplice	Mitschuldige
Accused	Angeklagte
Acquitted	Freigesprochen
Adjudication	Entscheid
Affidavit	Schriftliche eidliche Erklärung
Appeal	Anfechtung
Appeal for error	Anfechtung infolge eines Fehlers
Application	Antrag
Application form	Antragsformular
Assessment of evidence	Bewertung der Beweise
Blood test	Blutuntersuchung
Board of prison governors	Direktorium des Gefängnisses
Cell	Zelle
Charge	Anklage
Chief Prosecutor	Staatsanwalt
Clemency	Gnade
Complaints system	Klagemethode
Completed file	Abgeschlossene Akte
Consent	Zustimmung
Conviction	Urteil
Court appearance	Erscheinen vor Gericht
Courthouse	Gerichtsgebäude
Criminal prosecution	Strafrechtliche Verfolgung
Criminal record	Vorstrafenregister
Custody order	Haft Verordnung
Guilty	Schuldig
Hand cuffed	Mit angelegten Handschellen
Hearing (first)	Anhörung (erste)
Human rights	Menschenrechte
Hunger strike	Hungerstreik
Imprisoned	Gefangen sein
Imprisonment	Freiheitsentzug / Haftstrafe
Judge	Richter
Judgement	Urteil
Lawyer	Anwalt
Lawyer's charges	Anwaltsgebühren
Legal aid	Rechtshilfe
Notary	Notar
Out-of-court settlement	Aussergerichtliche Einigung
Parole (conditional release)	Bewährung
Prison house rules	Gefängnis Hausordnung
Prison warden	Gefängniswächter
Prisoner	Gefängnisinsassender
Proceedings	Prozess
Release	Freilassung
Roll call	Anwesenheitsappell
Suspended sentence	Strafe auf Bewährung
File an application	Einen Antrag einreichen
Sentence	Gerichtsurteil
Will	Testament
Witness	Zeuge



## Annexes

Annex 1: List of English-Speaking Lawyers

Annex 2: FCO leaflet: *In prison abroad*

Annex 3: FCO leaflet: *Transfers home for prisoners abroad*]

Annex 4: Prisoners Abroad leaflet and fact sheet

Annex 5: Prisoners Abroad authorisation form

Annex 6: Prisoners Abroad family contact form

Annex 7: Fair Trials International questionnaire and leaflets

Annex 8: Prisoners Abroad Key Phrases

## Disclaimer

This booklet was compiled by the Consular Section, British Embassy Berne. It is revised on a regular basis.

If any of the information contained in this booklet is incorrect, please draw inaccuracies to our attention so that we can make amendments.

The British Embassy in Berne is not accountable for the information provided in this booklet. Local proceedings are subject to change at any time.

Thank you.

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