



Prison Service Order

Requests from Prisoners to Change their Name

**ORDER
NUMBER
4455**

Date of Update: 24/09/04

Date of Initial Issue	
25/09/03	
PSI Amendments should be read before and in conjunction with PSO	
Date of Further Amendments	Amendments can be tracked in the Numerical Index.

INTRODUCTION FROM THE DIRECTOR OF RESETTLEMENT

1. As a result of Recommendation 60 of the Woodcock Report and in support of the Prison Service business plan, this Prison Service Order (PSO) consolidates and updates all existing guidance on prisoners changing their name. It replaces Circular Instruction 21/1982 that has now expired.
2. The PSO introduces no new procedures and reflects what should be current practice in establishments.

Implementation

3. This PSO comes into effect immediately.

Mandatory Actions

4. Staff must comply with the mandatory instructions (in italics) in the PSO.

Contacts

5. Any enquires about this PSO may be addressed to:

Tony Sperry or Marion Stubbs
Prisoner Administration Group
Prison Service Headquarters
Cleland House
Page Street
London SW1P 4LN
 020 7217 6271 or 020 7217 6676
Fax: 020 7217 6097
 tony.sperry@hmps.gsi.gov.uk
 marion.stubbs@hmps.gsi.gov.uk

6. Establishment Liaison Officers

NOTE FOR ESTABLISHMENT LIAISON OFFICERS
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<i>ELOs must record the receipt of the Prison Service Order 4455 Requests from Prisoners to Change their Name - in their registers as issue 187 as set out below. The PSO must be placed with those sets of orders mandatorily required in Chapter 4 of PSO 0001.</i>

Issue No.	Date	Order No.	Title description and/or	Date entered in set	ELO signature
187	01/10/03	4455	Requests from Prisoners to Change their Name		

(signed)

Peter Wrench

Director of Resettlement

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ANNEX A National Identification Service

INTRODUCTION

- 0.1 This PSO provides guidance to prison staff about requests from prisoners to change their name.
- 0.2 The PSO sets out Prison Service policy including mandatory actions.
- 0.3 The PSO applies to both convicted and unconvicted prisoners.

Chapter 1

Prison Service policy for prisoners who wish to change their name.

- 1.1 Although there is no legal limitation on the right of prisoners to change their name, the Prison Service is under no obligation to acknowledge a new name. The Prison Service will normally officially acknowledge a name changed in the specific circumstances detailed at 1.2 below. However, Governors have discretion to refuse to recognise a name change if they have good reason. This is an important safeguard against frequent, disruptive name changes, or where issues such as public and victim protection, prison security or good order and discipline may be affected.
- 1.2 When Governors are considering name change requests, the following factors may be regarded as indications that the intended change is genuine and permanent, and should therefore be acknowledged officially:
 - When the request is the result of a change of marital status
 - When the change of name is on genuine religious grounds. *If a prisoner wishes to change his/her name on such grounds, Operational Managers must obtain the views of the Chaplain (or equivalent) of the relevant faith.*
 - When not to acknowledge the new name may cause severe psychological harm to the prisoner. Medical advice should be sought.
- 1.3 A name change by Deed Poll is also generally an indication of genuineness on behalf of the prisoner and should be acknowledged officially. Governors may refuse a name change by Deed Poll but only in exceptional circumstances such as where the name is considered to be offensive or obscene.
- 1.4 *When a name change request is refused, the refusal, with reasons, must be recorded on the prisoner's F2050.*
- 1.5 In general, prisoners who change their name informally (i.e. by simply adopting another name) will continue to be known by the Prison Service by the name given when they were received into custody.
- 1.6.1 Prisoners under the age of 18 wishing to change their name should first be encouraged to seek legal advice and the agreement of parents or other authorities in loco parentis.
- 1.7 Irrespective of whether or not a new name is officially acknowledged, prisoners should be allowed to send and receive correspondence under the new name. To avoid potential confusion over identity, prisoners should be advised to ensure that, as far as practical, all

correspondence, both incoming and outgoing, quotes their prison number.

- 1.8 In instances where a name change is not officially acknowledged by the Prison Service, it is not necessary to amend prison records, *but the new name must be noted, as an alias, on the prisoner's F2050 Core Record and the Local Inmate Data System (LIDS) for information. The Police Liaison Officer must also be informed*
- 1.9 *When a name change is officially acknowledged by the Prison Service, the mandatory actions contained within Chapter 2 must be completed.* Establishments should make the use of an officially acknowledged name change as widespread as practicable. When amending prison records the new name should be recorded with the old name noted as an alias. In all cases of a name change being officially acknowledged, the prison number will remain unchanged.
- 1.10 *Once a name change has been officially acknowledged, the new name must be carried forward to any subsequent establishment.*

Chapter 2

Mandatory actions to be taken whenever a name change is officially acknowledged.

2.1 Whenever a name change is officially acknowledged by the Prison Service, irrespective of how widespread its usage is, the following mandatory actions *must* be completed immediately:

2.1.1 *Record the new name, with the old name noted as an alias, on:*

- *All parts of the prisoner's F2050 Core Record*
- *Local Inmate Data System (LIDS)*
- *Inmate Information System (IIS)*
- *Inmate Medical Record (IMR)*
- *Any open F2052SH*
- *Prison Probation Records*
- *Index sheets on Parole dossier*
- *Any licences*
- *Any other records deemed necessary*

2.1.2 *Notify the appropriate caseworkers in Lifer Unit in respect of those serving any life sentence and detention during Her Majesty's pleasure.*

2.1.3 *Notify the Prison Probation Officer (and pass on a copy of the Deed Poll certificate if applicable).*

2.1.4 *Notify the Police Liaison Officer.*

2.1.5 *Complete the National Identification Service form (at Annex A) and either fax, or post it, to the address given at New Scotland Yard.*

Annex A

**NATIONAL IDENTIFICATION SERVICE
PUMVS, Room 391, New Scotland Yard, Broadway, London, SW1H 0BG
Facsimile 0207 230 2100/2199
Direct line 0207 230 3530**

Notice of name/sex change, from H.M.Prisons

H.M.Prison

Current name of inmate

CRO/PNCID number

Prison number

Reason/grounds for name change, please tick, (delete not applicable)

Sex change

Religious

Psychological/medical

Compassionate

Marital change

New name

Confirmed by deed poll, please tick, (delete not applicable)

Yes / No