



## British High Commission Gaborone

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# **Information Pack for British Nationals detained or imprisoned in Botswana**

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# Chapter 1: Key Points

## Overview

If you are a British national, and are arrested or detained in another country, consular staff will do what they can to help you, but they cannot interfere with the local justice system, get you out of jail, or pay for services such as a lawyer. Information about who we can help, including the circumstances in which we can assist dual nationals, is available at: [Support for British nationals abroad](#).

This detention information pack is designed to give you, and your family and friends, information about the local system in Botswana and who can help. A printed copy is provided to those in prison or in custody, and an online version is available at: <https://www.gov.uk/government/publications/botswana-list-of-lawyers> . We welcome feedback to help us improve the information we can provide to others.

## Contacting us

If you are arrested or detained in another country:

- **The authorities should ask whether you want them to contact the British High Commission (and must do so if you want them to).**
- **Even if they do not ask, you can make the request yourself, and should do so, particularly if you are charged with a serious offence or need any kind of assistance.**
- **Friends or family can also contact the local British Consulate or the Foreign, Commonwealth & Development Office (FCDO) in London on +44 (0)20 7008 5000.**

In some countries, the authorities might notify the British Consulate even if you don't want anyone to know that you have been arrested. This is because there may be an agreement in place with the British Government which requires a mandatory notification to be made.

## Who we are

Consular staff work in the Foreign, Commonwealth & Development Office in London, and in British Embassies, High Commissions and Consulates overseas. You can contact us 24/7 by telephoning your nearby Embassy or High Commission, and following the options for emergency assistance.

British High Commission Gaborone

Plot 1079-1084; Queens Road; Main Mall Gaborone

**Tel:** +267 395 2841

**Email:**

<https://www.contactembassy.service.gov.uk/?country=Botswana&post=British%20High%20Commission%20Gaborone>

**Website:** <https://www.gov.uk/world/organisations/british-high-commission-gaborone>.

You can also contact us by phone 24/7 for help or advice from anywhere in the world by calling the Foreign, Commonwealth & Development Office on 020 7008 5000.

## What we can do

The FCDO can offer you impartial and non-judgemental help. Once notified of your arrest or detention, consular staff will aim to contact you as soon as possible so that we can assess how we can help you. We then aim to provide assistance according to your individual circumstances and local conditions: our priority is to provide assistance to those British nationals overseas that need our help the most.

In Botswana, if you are detained or arrested, the Botswana police may not automatically notify the High Commission. You should ask the police or prison officials to contact the British High Commission.

Once we are notified, we aim to contact you as soon as possible.

We can also:

- > provide a list of local English-speaking lawyers [ <https://www.gov.uk/government/publications/botswana-list-of-lawyers> ]. See also page 20 – what kind of legal assistance is available?
- > provide general information about the country, detention conditions, and the local legal system (including if legal aid is available)
- > provide general information about the local prison or remand system, including visiting arrangements, mail and censorship, privileges, and welfare services.
- > keep in regular contact with you, either by visiting or by telephone/letter. The frequency of contact will depend on local conditions and your personal circumstances.
- > tell the police or prison doctor, with your permission, about any medical or dental problems including medication.
- > put you, or your family, in touch with a prisoners' welfare charity called [Prisoners Abroad](#).
- > in some circumstances we may be able to help take up complaints with the police or prison authorities about ill treatment, personal safety, or discrimination, if you are not treated in line with internationally recognised standards.

- > help to transfer money to you from your friends or family. In places where phone or postal services aren't available, we can also pass on messages and deliver letters to the prison (but generally we cannot arrange for delivery directly to you – see page [15]).
- > in some circumstances we may be able to help you apply for a transfer to a prison in the UK.

### **What we can't do**

- > get you out of prison or detention
- > help you get special treatment
- > offer legal advice, start legal proceedings or investigate a crime
- > pay for any costs as a result of being arrested
- > forward you packages sent by friends or family
- > prevent authorities from deporting you after release

## **First Steps**

### **Can you / will you tell my family?**

If you want us to, we can tell your family or friends that you have been detained and can provide them with information about how to contact you in prison or detention. With your consent, we can also keep them updated on your well-being.

If you are not sure about informing your family, we can help you consider the impact that not doing so might have. For example, it may cause them distress if they do not know where you are, or cannot contact you. It can also be a disadvantage to you if you need someone to send you money or act on your behalf while you are detained.

### **Will the UK Police be informed?**

If you are accused of certain serious offences, such as sexual assault or drugs trafficking, we are obliged to share information about your arrest with UK police. It is therefore possible that information about this may appear if a Criminal Records Bureau check were carried out by a prospective employer. There may be other circumstances in which information about you may need to be shared by ourselves or authorities in Botswana.

### **Do I need a lawyer? / How can I find a lawyer?**

Although we cannot give legal advice, start legal proceedings, or investigate a crime, we can offer basic information about the local legal system, including whether a legal aid scheme is available. A list of local English speaking lawyers is attached to this pack. See also page 20 – what kind of legal assistance is available?] You will want to consider the benefits of local legal representation and to discuss all the costs beforehand with the legal representative. In no circumstances can we pay your legal costs.

### **Can you get me out?**

We cannot get you out of prison or detention, nor can we get special treatment for you because you are British. However if you are not treated in line with internationally accepted standards we will consider whether to approach local authorities. This may include if your trial does not follow internationally recognised standards for fair trial or is unreasonably delayed compared to local cases.

### **Who else can help me?**

We can put you, or your family, in touch with Prisoners Abroad, a UK charity which supports British citizens detained overseas and their families:

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

# Chapter 2: Detention conditions in Botswana

## Visits – friends and family

### Can my family and friends visit me? How can I arrange a visit?

Family and friends are allowed to visit you on specific days determined by the prison authorities. You can normally receive visitors once every four weeks and in addition on the following occasions: -

- 1) On admission to prison
- 2) Prior to transfer from one prison to another
- 3) If dangerously ill

When family members come from the UK for visits consular staff can try to arrange extra visit days considering the distance families travel to see you. These extra days are authorised by the prison governor and the decision is discretionary.

Under current COVID-19 restrictions, only one visitor is allowed at a time. Food and toiletry items are not permitted to be brought into prisons by visitors. All bags and parcels will be searched before entry and authorities have the right to withhold items they deem unacceptable.

### What can visitors expect?

Visits take place behind a barrier with a guard nearby. To gain access into the prison facility, your visitors will need to bring a form of ID and will be searched before they enter. The duration of the meeting will depend on the number of other visitors on the day.

## Visits – Consular staff

We aim to contact you within 24 hours of hearing you have been arrested. We will visit you once after arrest and again after sentencing. After that, we will agree a visit schedule based on your personal circumstances.

You can ask prison authorities to contact us on your behalf at any time on matters of concern (Tel: +267 395 2841).

## Emergency trips outside of prison

A trip outside of prison can be allowed if an urgent situation arises. This is mostly limited to attending funerals of immediate family members.

## **Police custody and initial arrival at prison**

### **Arrival at the police station & basic rights**

You are likely to spend some time in a police station cell during which the police should read you your rights and charges. They will usually gather evidence and question you. The law states that you are allowed to appoint a lawyer immediately and can refuse to answer questions at every stage of an investigation. You must, however, not refuse to tell the police your name and address.

It is unlikely that you will need an interpreter since Botswana is an English speaking country, but one can be appointed without payment if you cannot understand the language used by the police. You will not be entitled to free legal aid. You will have to appoint and pay for your own lawyer. You may be detained for up to 48hrs without a charge after which you must be brought before court to hear what your charges are.

At your first court appearance, if the court rules that more evidence still needs to be gathered, you can be remanded at a state prison. The court will also consider whether to release you on bail, with certain conditions attached.

At either a police station or state prison, you are likely to share a cell with several people. There are no police cells. You will have access to food and water in both places and you can ask to see a doctor if you need medical attention. Men, women & children are held in separate facilities during all stages of detention. You might be allowed to access your belongings if the police do not consider them evidence. All other property not allowed into prison will be placed in safe custody and an inventory made and shall be returned to you when you are released. The police or prison authorities are responsible for taking care of your belongings.

### **Appearance at court**

There is no jury system in Botswana. Trials are heard by a judge, the court (usually made up of three legal representatives) the secretary of court, the prosecutor, the lawyer for the accused, the accused and a translator if necessary. The court will only appoint an attorney to represent you at the state's expense for offences where conviction may attract a death sentence (for example murder or treason). For lesser offences, you will need to appoint and pay for your own lawyer.

More information about the Botswana judicial system can be found in Chapter 3.

### **Initial arrival at the prison**

Once you arrive in prison you will be taken to your cell with other inmates. A valuables register will be used to capture all possessions that are confiscated from you. You can keep and use your own clothing if you are yet to be convicted. If you have been convicted, you will be required to use prison clothing.





## **Prison: conditions and daily life**

There are various state-run prisons throughout Botswana, mostly situated in and around towns and cities. Over-crowding is becoming a major problem. The number of inmates to each cell depends upon the size of the cell and number of prisoners in that particular prison. Prisoners are confined to their cells at different times of the day depending on their security group. Inmates are usually confined to their respective prison wings and are not permitted to move to other wings.

If you experience ill-treatment, discrimination, threats or violence you should report to the Prison Commissioner and the British High Commission as soon as possible. At your request, we will raise allegations of mistreatment with local authorities, or provide advice for how you can raise them yourself if it feels safe to do so. You can call us 24/7 on +267 3952841.

### **Accommodation**

The number of inmates can go up to more than 50 per cell. Sentenced prisoners are held alongside those on remand.

Blankets, mattresses, washbasins, toilets, running water, electricity are provided but clothing and toiletries are not. Families, friends or visiting church groups are relied heavily upon to supplement these. A prisoner awaiting trial may be permitted to purchase necessities to maintain themselves with prior approval from prison authorities. There is natural light in normal security prisons but very minimal at maximum security prisons.

### **Food and Diet**

You can expect up to three meals per day provided by the prison. The food is prepared by other inmates and is a combination of the various food groups. Supplements may have to be authorised by the prison doctor as a health requirement. Clean drinking water is available.

### **Hygiene**

You are allowed to shower as many times as you would like to. The shower facilities are communal and you will be expected to participate with other inmates in keeping them clean. Showers are not always clean so you may wish to buy shower shoes to avoid contracting diseases.

### **Work and Study**

There are opportunities to work while in prison for a low pay. Taking on work in prison will keep you busy and earns you a good reputation of good conduct that may

assist you obtain credits for good behaviour. In most prisons credits for good behaviour can help get you a reduction in your sentence. Due to overcrowding there are long waiting lists to get these job opportunities. Other alternatives would be to volunteer for prison duties (like cleaning) which would also earn credits and keep you busy throughout the day. Prison authorities have told us that prison tries to give vocational training for every prisoner especially the younger ones to prepare them for conditions of normal occupational employment.

## **Contact and Languages**

Contact and interaction with other inmates is allowed. Guards and most inmates will speak to you in English.

Detainees have no access to libraries or the internet. Prisoners can choose to participate in cultural and social activities if they wish to do so. Books, magazines and newspapers, some of which are in English, are usually brought to prison by church groups.

## **Exercise**

Most prisons have a gym or place of exercise but they are often not properly equipped. Prisoners can play football and other sports depending on the amount of outdoor time they have. Time outside your cell is granted according to the level of security you are under.

## **Climate**

It is hot and dry for much of the year. Rainy season runs from November to March. You may find it colder in the winter months (June – August), particularly at night.

## **Religion**

Prisoners are entitled to take part in religious services of their choice and have the right to receive visits from a priest, rabbi or minister of their faith. Prisons are staffed by religious ministers, who normally practice Christianity, but you may choose to not participate in any of their activities.

## **Rules and regulations (including drugs)**

Prison rules and regulations are explained to prisoners when they arrive. Drugs are sometimes sold in prisons. Consuming illegal drugs risks weakening your health and pushing you into debt. These debts, if not paid off could put you at risk of

harassment or violence. Punishment for drug possession can include cancelation of remission from your sentence or addition of time to your sentence. Other punishments can be isolation and or meal reduction.

## Prison: access to help and services

### How can I receive money?

Prisoners are not permitted to physically carry cash on their person. The prison has a credit system which can be credited by deposits from family & friends. Items of value i.e. cigarettes and toiletries are useful for trade between inmates. Do not make it evident if you have access to regular funds, as this might make you a target for extortion by gangs in prisons.

There are two ways in which you may be able to receive financial assistance while in prison.

- Private Funds: Deposited to you by your family or friends. See Annex A for instructions on how to send funds.
  - Prisoners Abroad: Depending on where you are detained, if your family can't support you financially, Prisoners Abroad may be able to send you a small grant every quarter for essentials (enough for one hot meal a day).
- **The British Government does not provide financial assistance to prisoners.**

### Private funds

While the FCDO does not provide financial assistance to prisoners, we may be able, within certain limits, to send you money from your family.

The Foreign Commonwealth & Development Office (FCDO) operates a "Prison Comfort" system for money transfers to prisoners. Please ask your family to get in touch with the FCDO in order to arrange this.

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

### Prisoners Abroad

In addition, Prisoners Abroad, a UK charity, may be able to assist you with funding for prison essentials and some medical care if you are not in receipt of any regular donations from other sources.

### Can I receive medical and dental treatment?

While you are in detention, Botswana is responsible for ensuring your basic medical needs are met. Health service delivery is comprised of public, private for profit, and private non-profit practice.

If you need medical, psychological or dental treatment you should ask to see the prison doctor. There may be a waiting list. The prison officer in charge can send you to a hospital if your case is an emergency. Prison doctors are often the equivalent of general practitioners, so complex problems will usually be referred to specialists at state hospitals outside prison. Prescribed medication or pain tablets will be made available to you in prison. They are usually ordered from the state hospitals so it is advisable to order before you run out as there are often delays.

With your permission, we can make sure that any medical or dental problems you might have are brought to the attention of any police or prison doctor. We can also liaise with your GP in the UK, if the police or prison doctor requests previous medical records.

## **Mail/Parcels**

Friends and family can send you mail directly to the prison or via the High Commission if they feel it is necessary. However, if it comes via the High Commission, depending on content or urgency we may only be able to deliver it during our normal visit schedule. Please note that parcels brought by us would still need to go through the normal check and search by prison officials prior to us handing it to you. We are however not able to forward mail on your behalf to the UK.

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

Mobile phones are not allowed in prisons. There is usually a pay phone and times are allocated for this per section but there is sometimes not sufficient time to accommodate everybody wanting to make a call. Pre-paid telephone cards are available for purchase. Under exceptional circumstances with prior approval you may be able to use the prison office's landline.

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

If you have been mistreated, please inform consular staff as soon as it is safe for you to do so. You can call us 24/7 on +267 3952841. 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 will consider approaching the local authorities if you have not been treated in line with internationally-accepted standards. If you have been mistreated, please try to see a doctor, obtain a medical report and if possible photos of the injuries you received.

If you wish to lodge a complaint through the local system about mistreatment you can speak to the Officer in charge of the Prison.

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# Chapter 3: the Botswana judicial system

## Overview and first steps

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

Botswana has a similar legal system to the UK.

There are three courts: the Court of Appeal, the High Court, and the Magistrate Court. The Magistrates Court can try any criminal offence, except an offence which is punishable by death or imprisonment in excess of 21 years. The High Court can try any person charged with committing any offence within Botswana. The decisions of the Court of Appeal bind all inferior courts.

Customary courts handle minor offences. Foreigners may be tried in customary courts. In customary courts the defendant does not have legal counsel, and there are no precise rules of evidence. Tribal judges, appointed by the tribal leader or elected by the community, determine sentences, which may be appealed through the civil court system. At the beginning of proceedings, you can request to move your case from a customary court to the Magistrates Court where you can engage legal representation.

- **The FCDO cannot interfere with the judicial system. We cannot ask for your case to be judged more quickly just because you are British, or ask the authorities to waive any penalties.**

### What should happen when I am arrested?

You have a right to access your lawyer. You are not entitled to free legal advice in Botswana, you will have to appoint and pay for your own lawyer. If you are detained or arrested, the Botswana police may not automatically notify the consulate. You should ask the police or prison officials to contact the British High Commission. If you do not understand the local language an interpreter will be appointed.

- **Should you have any questions concerning the legal aspects of your arrest, contact your lawyer. A list of local English-speaking lawyers is provided at the end of this pack.**

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

You can be remanded in custody for up to 48 hours. After that, the authorities must obtain a warrant to extend your detention from a judge.



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

When you are charged with a serious offence such as murder or robbery etc, you will be taken before a court to determine whether you should be remanded in custody or be released on bail. For minor offences you may be charged and released.

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

This will depend on the type of case. If you are charged with murder, rape and treason you cannot be admitted for bail. You may be granted bail if the court is satisfied that:

1. You are less likely to repeat the same offence whilst on bail;
2. There is very little evidence to support the charge;
3. You show that you will not interfere with witnesses;
4. You are less likely to leave the country in order to avoid facing trial. You may be asked to surrender your passport to the police before being granted bail.

The amount of bail to be taken is at the discretion of the judicial officer. Failure to comply with the bail conditions will normally mean that you lose the bail money and will be re-arrested.

- **The FCDO is not able to facilitate the transfer of bail funds.**

## **Trial and legal assistance**

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

If you wish to hire a private lawyer, a list of local lawyers is provided at the end of this pack. Prisoners Abroad can also supply information on legal aid, court proceedings and can advise on appointing a lawyer.

Our consular staff cannot provide legal advice but can provide a list of local English-speaking lawyers (also available on [www.gov.uk/botswana](http://www.gov.uk/botswana)). You may appoint a lawyer at any point after your arrest. Normally they will want a cash advance for their estimated legal fees (which may be high) before starting work on your case. The government of Botswana provides a lawyer for free to all people who are accused of capital crimes (murder and treason) if they cannot afford a lawyer. The British High Commission cannot pay legal fees or provide guarantee of payment on your behalf. As in any country, some lawyers are better than others. If you decide to pay for a lawyer it is advisable to agree on a flat rate on the case before they begin work or you may find yourself facing 'extra expenses'.

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

The law in Botswana says that a trial will have the following stages:

1. You will be informed of the charges against you;
2. The prosecution will explain the charge and summarise the evidence. 3. Witnesses will be examined and you/your lawyer will be given a chance to examine them.
4. After the close of the defence case the prosecution is entitled to address the court by summing up its case.
5. Judgement will be delivered. The judgement may be given without preparation or it may be postponed to a future time.

### **Sentences**

These are issued by the magistrate or judge and depend on the seriousness of the crime committed. Prison, corporal punishment, fines or victim compensation are all

possible penalties that can be handed down. The death penalty is carried out in Botswana for certain categories of murder.

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

You have the right to appeal your sentence through your lawyers. The process can be slow. If you wish to appeal you must submit a statement within 14 days to the registrar of the High Court. The statement should set out clearly the grounds on which the appeal is based. A copy of the statement should be sent to the clerk of the court of trial. You are advised to seek legal advice if you wish to appeal.

## **Reaching the end of your sentence**

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

If you are sentenced to more than one month imprisonment, you will be granted remission of one third of your sentence on admission to prison. Your sentence can also be reduced for showing good behaviour in prison. Special remission can be granted if you have severe mental or physical health challenges or any special circumstances that in the opinion of the parole board warrants such remission.

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

Prisoners may be eligible for parole after serving half of their prison sentences. If you breach any of your parole conditions, you will be taken back to prison.

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

The constitution of Botswana gives anyone, who has been convicted and sentenced for any offence, an opportunity to seek a presidential pardon.

Presidential pardoning covers all offences including murder. When seeking a presidential pardon you have to make an application to the President of Botswana by writing a letter explaining why you would want to be pardoned.

The president might totally pardon or substitute the sentence with a lesser one. He might also pardon with conditions, or chose not to pardon at all. In doing so, the President, with his advisory committee on the Prerogative of Mercy, looks at all the relevant circumstances surrounding the case.

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

The court may use its discretion to impose a fine either as an alternative or together with imprisonment. Fines are usually for smaller first-time offences.

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

Yes. The Department of Prisons and Rehabilitation will in most cases try to allocate you a prison closest to your family members in Botswana. This will however depend on whether the desired facility is equipped to detain you in accordance with the category of your sentence (e.g., maximum, medium). If you do not have family living in Botswana it is likely that you will be placed at a facility which has space to accommodate you. In most cases for a transfer application to be approved there will need to be a prisoner from your desired facility willing to swap.

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

Botswana and the UK currently have no Prisoner Transfer Agreement so it is not possible to serve your sentence in a UK prison.

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

Once a warrant for your release has been issued, you will be transferred to police custody on your release date. You will remain there for at least two weeks until the department of immigration has processed your flight ticket at the expense of the state. If you let us know that you are being released, we can help to ensure you have a valid travel document for your departure date. This might mean helping you to apply for a full validity passport if there is time, or issuing an Emergency Travel Document if you are released at short notice. You or your family should expect to pay for the travel document.

A British prisoner out of prison will no longer get money from Prisoners Abroad and consular staff will not be able to pass on prison comforts or visit any longer. Prior to being sentenced, if you held less than a permanent residence immigration status, you will face deportation to the country of your origin. The State is however able to revoke your permanent residency status in case of a serious offence for a deportation order to be put in place.

Sometimes people find that they face difficulties adjusting to life in the UK once they have left prison. You may find yourself ready for life on the outside but not prepared for living in the UK. Possibly you have never lived in the UK and have no connections there, or perhaps you have lost touch with friends and family. You may simply want to talk to another person who understands what you have been through, to help you consider what to do next.

If you are registered with Prisoners Abroad you can visit Prisoners Abroad when you first arrive back in UK for advice, to take a shower, use their temporary luggage store, make essential phone calls or use a computer. If you have no belongings Prisoners Abroad may be able to help with basic toiletries and finding suitable clothing. If you know your release date in advance it is best to write and tell your caseworker when you are likely to arrive and what help you think you might need. If

you have no money and nowhere to go, Prisoners Abroad's Aftercare Service can help with:

- advice on finding emergency accommodation in the London area
- claiming welfare benefits, including emergency benefit payments if you are destitute
- making appointments with doctors and dentists
- putting you in touch with local agencies if you are not returning to the London area.

Later on you may want advice on housing, looking for work, applying for training or getting counselling. Prisoners Abroad can refer you to the right agency.

Other sources of practical help back in the UK are The Salvation Army – UK Helpline 020 7367 4888, Monday to Friday 8 AM to 4 PM, or contact your local Salvation Army branch – and The Prison Fellowship, UK Helpline 020 7799 2500, Monday to Friday 9 AM to 5 PM.

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

We will not normally pass on information about your case to a third party without your consent. However, if you're arrested for certain serious offences, such as child sex abuse or drugs crimes, our staff must tell other relevant UK authorities. It is therefore possible that information about this may appear if a Criminal Records Bureau check were carried out by a prospective employer.

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# Chapter 4: Additional Information

## Additional Information

## 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 awaiting charge or trial. 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
- 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, in a few cases, 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 and Tuesdays 9.30 am to 6pm, and Wednesdays 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**

Useful legal terms



## Annex A

Options to transfer funds to British Nationals Overseas via the Foreign and Commonwealth Office. Please note: we can only advance funds to the person overseas, once your payment has cleared in our account.

1) ELECTRONIC BANK TRANSFERS: Contact your bank to arrange. A “BACS” transfer usually takes 3-5 working days to clear in our account. Some banks do not charge for this service. If you have internet or telephone banking you may be able to arrange without visiting your bank. A “CHAPS” transfer is usually received in our account within 12-24 hours. You will normally need to visit your bank to arrange and banks normally charge for this service.

For both the above bank transfers you will need to include the following details:

Bank: Citibank Acct

Name: GBS Re FCO Multivote Account

Sort Code: 08-33-00

Account Number: 12537125

Reference: Name of the person you are sending the funds for, plus country name e.g. JOE SMITH – BOTSWANA

You may also need our bank address which is:

Canary Wharf, London E14 5LB.

2) BY POST Payments by Postal Order, Bankers Draft or Building Society cheque should be crossed and make 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 Recorded or Special Delivery. Please ensure that you include a note briefly explaining who the money is for and why. (Alternatively you may use the payment slip on next page.)

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

3) Please note that personal cheques can take up to 15 working days to process and clear before we can advance funds. We do not accept Card payments, or cash sent in the post. If you wish to pay by cash, you can take the money to our offices at Northgate House, Milton Keynes but will need to telephone first to make an appointment.

To: Foreign and Commonwealth Office

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:

FCDO leaflet: Support for British Nationals Abroad: Summary

*[<https://www.gov.uk/government/publications/support-for-british-nationals-abroad-a-guide/support-for-british-nationals-abroad-summary>]*

FCDO leaflet: In Prison Abroad: Transfer to a UK Prison

*[<https://www.gov.uk/government/publications/in-prison-abroad/in-prison-abroad-transfer-to-a-uk-prison>]*

List of English-Speaking Lawyers

*[<https://www.gov.uk/government/publications/botswana-list-of-lawyers>]*

Prisoners Abroad Forms

*[<https://www.prisonersabroad.org.uk/arrest-and-imprisonment>]*

Prisoners Abroad Authorisation Form

Prisoners Abroad Family Contact Form

Prisoners Abroad CFF Form *[delete if not applicable]*

Reprieve/Death Penalty Project information *[we recommend including these forms in any cases which may attract the death]*