

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: POLICY & EXECUTIVE PROCEDURE/LEGAL OFFICE	Reference Number: IG01-0006	Revises Previous Effective Date: 6/15/02
Subject: OFFENDER NAME CHANGE/USE OF DUAL NAMES		
Authority: AMIDEO	Effective Date: 5/15/03	Page 1 of 4

RENUMBERED FROM IIC01-0005

I. POLICY:

In accordance with Georgia Law and under the jurisdiction of the Commissioner of the Georgia Department of Corrections the following procedures will apply to all offenders seeking a change in their names.

II. APPLICABILITY:

All State Prisons, Private Prisons, Probation Detention Centers, Transitional Centers and Diversion Centers.

All Probation Offices

All Divisions in the Georgia Department of Corrections

III. RELATED DIRECTIVES:

A. O.C.G.A. 19-12-1.

B. 223 F.3d 1244 U.S. App.

C. GDC-SOPs - IIA01-0003, IIA01-0004, IIA01-0008, IIA03-0002, IIA04-0001, IIA04-0005, IIA04-0006, IIA05-0005, IIA10-0001, IIA11-0001, IIA12-0001, IIA14-0001, IIA16-0001, IIB01-0005, IIB01-0006, IIB01-0007, IIB01-0013, IIC01-0001, IIC01-0002, IIC01-0003, IIC01-0004, IIC02-0002, IIC01-0003, IIC03-0003, IIC04-0001, IIC05-0001, IIC05-0003, and IIC06-0001.

IV. DEFINITIONS:

NONE.

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V. ATTACHMENTS:

NONE

VI. PROCEDURES:

- A. The following procedures will apply when an offender seeks a name change to be used in addition to his conviction name. Changes in offender names are authorized only under three circumstances: 1) a court with jurisdiction has granted a change in the offender's name; 2) an offender marries; and 3) a conviction name is not the offender's legal name. These will be recorded in the personal information section of SCRIBE; the sentence information will continue to carry the name as it appears on the original sentencing documents.
- B. Under any and all circumstances the offender is required to notify the Department of a name change and to provide all appropriate documents to verify the legal name. Instances that may prompt an offender's request for a legal name change and documents necessary to support the official request include:
1. Court ordered name change accompanied by a court order;
 2. Marriage accompanied by a marriage license and an official court document indicating that a name change has occurred;
 3. Typographical error accompanied by the actual sentencing document for current spelling until one of the aforementioned documents are produced; and
 4. Occurrence when an offender states that he/she was not convicted under their original legal name accompanied by a birth certificate.
- C. Such documents are to be forwarded to the Supervisor of the location where the offender is being supervised and /or incarcerated. The documentation will be placed in the offender's administrative case file and dated when the document was placed in the file. The offender will be given a copy of such documentation.

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- D. In the case of a submitted name change, the Warden or Superintendent or Chief Probation Officer will verify the documentation and authorize the name change with confirmation from the proper agency.
- E. Upon verification, the Warden or Superintendent or Chief Probation Officer will notify their respective Regional Director within one work week, and forward a copy of the documentation to the Central Office Inmate Administration Manager or designated staff in the Probation Division central office.
- F. The Central Office Inmate Administration Manager, or designated staff in Probation will ensure that the current legal name appears first on all necessary documents and data files followed by the Commitment Name (example: Joe Smith AKA John Doe).
- G. Once the Central Office Inmate Administration Manager or designated staff in Probation has appropriately amended all necessary documents and data files, the Central Office Inmate Administration Manager, or designated staff in Probation will notify the affected Warden or Superintendent or Chief Probation Officer.
- H. Upon notification from the Central Office Inmate Administration Manager, the Warden or Superintendent, or designated staff in Probation will initiate all necessary changes to ensure that the legal name change appears in all matters related to the offender regarding any and all services/functions the offender is entitled to during his/her incarceration or probationary period.
1. This includes the following services/functions:
 - a. Mail.
 - b. Visitation.
 - c. Access to Telephone.
 - d. Access to Courts.
 - e. Clothing.
 - f. Identification and Locator Cards.

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- g. Administrative case file.
 - h. Medical Records.
 - i. All Mental Health files.
 - j. All program and work related assignments.
 - k. Inmate Commissary.
 - l. All Business Office related functions.
 - m. All the aforementioned files will contain a legible notation, with accompanying date, regarding the legal name change.
 - n. Any other areas the Warden or Superintendent deems necessary for the safety, security and integrity of the facility and the offender.
- I. All the aforementioned actions will commence and be resolved within sixty working days from the time the Warden, Superintendent, or designated staff in Probation receives written notification from the offender, and all necessary documents indicating that a legal name change has been granted to the offender.