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JOHN Q. HAMM
COMMISSIONER

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**ADMINISTRATIVE REGULATION
NUMBER**

450

OPR: CENTRAL RECORDS

INMATE LEGAL NAME CHANGES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for inmate legal name changes.

II. POLICY

The ADOC shall require a court order to effect inmate name changes.

III. DEFINITION(S) AND ACRONYM(S)

- A. **Alias/Also Known As (AKA)**: An indicator that an inmate is known by a name other than the name under which the commitment was ordered.
- B. **Automated Documents**: Documents generated from the inmate database specific to an individual inmate, i.e., time sheets, classification summary, progress reviews.
- C. **Commitment Name**: The alias or legal name shown on the transcript under which a court has committed an inmate to the ADOC.
- D. **Dual Names**: An inmate's commitment name and court ordered name change.
- E. **Legal Name**: Name change granted by court order.

IV. RESPONSIBILITIES

- A. Central Records Division is responsible for reviewing, certifying, and processing court orders directing an inmate legal name change.
- B. Wardens are responsible for:
 - 1. Developing the institutional operating procedures (SOP) as necessary for the implementation of this AR 450.
 - 2. Ensuring that:
 - A. Inmate correspondence is accurately addressed.
 - B. Inmate's identification (ID) card reflects commitment name and legally changed name.
- C. All ADOC employees and inmates are responsible for adhering to the provisions of this AR.

V. PROCEDURES

- A. Central Record Division Director/Designee shall review and authenticate certified court orders reflecting an inmate's legal name change.
- B. The designated Central Records Division staff member shall process and enter the inmate's new legal name into the automated system, in the computer field *Legal Name*, to be reflected on all automated documents.
- C. On all documentation and correspondence, the commitment name will be listed first, followed by the legal name.
- D. The inmate's commitment name will not be changed in the automated system.
- E. Any previous legal names/spellings found on the court order will be listed as aliases in the automated system.
- F. The inmate's central or facility records shall not be changed because of a legal name change; these records shall continue to reflect the inmate's commitment name on automated documents, the time sheet, and labels.
- G. In addition, the inmate's ID card shall continue to reflect his/her commitment name to include his/her legal name that shall appear below the commitment name when a new ID is issued.

- H. An inmate who has legally changed his/her name and chooses to use the legal name, then dual names are required in the following format:
Commitment Name, AIS # XXXXXX, Legal Name.
- I. All ADOC employees will use dual names in all written correspondence initiated by the staff to the inmate.
- J. Responses to inmate correspondence shall use the commitment name, AIS number, and legal name, or both as submitted by the inmate in their written correspondence. Correspondence that does not include the commitment name and AIS Number will not receive a response.
- K. The inmate may be verbally addressed by the name of commitment.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

There are no forms prescribed in this regulation.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 450, *Inmate Legal Name Changes*, dated December 14, 2005, and any changes.

IX. PERFORMANCE

Ala. Code (1975) Section 14-1-1.1 et seq.



John Q. Hamm
Commissioner