



Policy Directive 49

Change of Prisoner's Name (TOMS Master Name)

Legislation referred to: [Prisons Regulations 1982](#) r 38

1. Purpose

The following procedures have been developed to assist with the management of prisoners' primary identities and provide clear guidelines and procedures where a prisoner wishes to change their current primary name (TOMS master name) on Total Offender Management Solution (TOMS). The primary name or TOMS master name, is the prisoner's name as it appears on the header screen in TOMS.

2. Consideration

A prisoner will only be permitted to change their primary name on TOMS in exceptional circumstances. The balance of public interest, including any impact on victims, as well as the good order and/or security of the prison, may be taken into account in a superintendent's decision.

3. Statutory Authority

See Prisons Regulations 1982, r 38.

4. Approval to Change Name

4.1 Application to change the TOMS primary name

A prisoner who wishes to change his/her primary name on TOMS:

- to a previously registered name (eg married name, maiden name, resume a former married surname etc)
- or to a new name approved by the Registry of Births, Deaths and Marriages

must apply in writing to the Designated Superintendent, or in the case of Acacia Prison, the Superintendent Wooroloo Prison Farm through the General Manager Acacia, for approval to change the primary name (TOMS Master Name) that is currently recorded in TOMS.

Certified copies of documents proving that the requested name is a formally registered name for the prisoner must be attached to the letter.

An original or certified copy of any one of the following documents will be considered as proof of identity:

- Birth Certificate

- Marriage Certificate
- Passport
- Change of Name Certificate from Registry of Births, Deaths and Marriages.

The letter must detail the reason(s) for the request. If approved, the application and a copy of supporting documentation* will be forwarded to the Manager of the Data Integrity Team who will arrange for the changes to be implemented on TOMS.

*Any original documentation supplied by the prisoner is to be copied and the original returned to the prisoner or the prisoner's property.

Note: the former primary name will automatically be listed as an alias or "also known as" (AKA) in TOMS.

4.2 Consultation

Where the prisoner has a Victim Notification Register (VNR) Alert recorded on TOMS, the superintendent or a nominated officer will consult with and obtain comment/advice from the victim/s through the VNR.

4.3 Application to register a change of name with the Registry of Births, Deaths and Marriages

A prisoner who wishes to change their registered name must request approval from the Registry of Births, Deaths and Marriages. The submission of the application and payment of all associated costs will be the prisoner's responsibility. If, on receipt of the Change of Name Certificate, the prisoner wishes to change the primary name recorded in TOMS, the prisoner is to apply in the manner described in 4.1 above.

5. Notification

Following the changing of a prisoner's primary name (TOMS Master Name) the Manager of the Data Integrity Team shall notify:

- the Superintendent Operations, Public Prisons
- the Designated Superintendent, or in the case of Acacia Prison, the General Manager, of the prison at which the prisoner is located
- the Director, Health Services
- the VNR (where applicable).

6. Change of Primary Name on TOMS by Superintendent

Where a superintendent, in accordance with r 38 (1b) of the Prisons Regulations 1982, decides that such change is necessary, the superintendent will inform the Manager of the Data Integrity Team, who will arrange for the change to be implemented on TOMS, in accordance with section 5 above. In the case of Acacia Prison, the General Manager will forward a request to the Superintendent of Wooroloo Prison Farm, to process the required change.