

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Offender Name Change/Use of Dual Names

Policy Number: 101.09

Effective Date: 03/07/2025

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Executive Division (Legal
Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

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

II. Authority:

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

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

C. GDC Standard Operating Procedures (SOPs): 105.02 Information Security; 105.12 Offender Records Management System; 201.02 Transfer of Inmate/Probationer Trust Funds; 201.03 Discharge Gratuities; 203.01 Operational Reporting; 203.02 Document Flow; 204.01 Georgia Crime Information Center GDC Limited GCIC Terminal Operations; 204.07 Inmate Use of Computers; 208.02 Telemedicine; 208.03 Death of an Offender; 214.03 Inmate/Probationer Request for Vital Records; 219.01 Case Management - Records Maintenance; 219.03 Access to Facility Offender Records; 219.04 Retention Schedule for Facility Offender-Medical Files; 220.02 Security Classification; 220.06 Diagnostics; Validation of Common Law Marriage for Visitation Purposes; 222.01 Inter-Institutional Transfers; 222.02 County Facility Placement; 222.04 Interstate Detainers; 222.05 Court Productions; 222.10 Security Procedures During Transport of Offenders; 226.01 Searches; Security Inspections and Use of Permanent Logs; 227.03 Access to Courts; 227.05 Visitation of Offenders; and 227.07 Access to Offender Commissary.

III. Definitions: None.

IV. Statement of Policy and Applicable 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:

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Offender Name Change/Use of Dual Names

Policy Number: 101.09

Effective Date: 03/07/2025

Page Number: 2 of 4

Authority:
Commissioner

Originating Division:
Executive Division (Legal
Services)

Access Listing:
Level I: All Access

1. A court with jurisdiction has granted a change in the offender's name;
 2. An offender marries; or
 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;
- a. Court ordered name change accompanied by a court order;
 - b. Marriage accompanied by a marriage license and an official court document indicating that a name change has occurred;
 - c. Typographical error accompanied by the actual sentencing document for current spelling until one of the aforementioned documents are produced; and,
 - d. 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.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Offender Name Change/Use of Dual Names

Policy Number: 101.09

Effective Date: 03/07/2025

Page Number: 3 of 4

Authority:
Commissioner

Originating Division:
Executive Division (Legal
Services)

Access Listing:
Level I: All Access

- D. In the case of a submitted name change, the Warden or Superintendent will verify the documentation and authorize the name change with confirmation from the proper agency.
- E. Upon verification, the Warden or Superintendent will notify their respective Regional Director within one (1) work-week and forward a copy of the documentation to the Central Office Offender Administration Manager.
- F. The Central Office Offender Administration Manager 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 Offender Administration Manager has appropriately amended all necessary documents and data files, the Central Office Offender Administration Manager will notify the affected Warden or Superintendent.
- H. Upon notification from the Central Office Offender Administration Manager, the Warden or Superintendent 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.
 - 1. This includes the following services/functions:
 - a. Mail.
 - b. Visitation.
 - c. Access to Telephone.
 - d. Access to Courts.
 - e. Clothing.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Offender Name Change/Use of Dual Names

Policy Number: 101.09

Effective Date: 03/07/2025

Page Number: 4 of 4

Authority:
Commissioner

Originating Division:
Executive Division (Legal
Services)

Access Listing:
Level I: All Access

- f. Identification and Locator Cards.
- 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. Any other areas the Warden or Superintendent deems necessary for the safety, security, and integrity of the facility and the offender.
- n. All the aforementioned files will contain a legible notation, with accompanying date, regarding the legal name change.
- o. All the aforementioned actions will commence and be resolved within sixty (60) working days from the time the Warden/ Superintendent receives written notification from the offender, and all necessary documents indicating that a legal name change has been granted to the offender.

V. Attachments: None.

VI. Record Retention of Forms Relevant to this Policy: None.