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**Policy Number:** 202.130  
**Title:** Names  
**Effective Date:** 1/3/23

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**PURPOSE:** To provide procedures for name identification and name changes for incarcerated people.

**APPLICABILITY:** Department-wide

**PROCEDURES:**

- A. People committed to the DOC are identified by the name provided on the original warrant of commitment (includes dual commitments) while under the jurisdiction of the DOC. The names of people under DOC authority prior to July 1, 1999, must remain unchanged.
- B. People from other jurisdictions in DOC custody are identified by the names provided in documentation from the sending authority.
- C. A person may apply for a legal name change, however, they will still be identified by their commitment name.
- D. Upon receipt of a court order granting the name change, facility records unit staff generate a Court Ordered Legal Name Change Memo (attached) and provide it to the person, with a copy to their caseworker and to the health services unit. A copy of the memo must be retained in the incarcerated person's electronic file in the offender document system (ODocS).
- E. Sentence administration and records staff must cross-reference commitment names and legal names. Visiting, mail room, and finance staff have access to the cross-reference list to assist them with processing visitors, mail, and financial transactions.
  1. Staff deliver mail that is addressed either to the person's legal or commitment name.
  2. Incarcerated people must include their commitment names on all outgoing mail.
  3. This cross-reference list may also be available through automated data on the computer.
- F. Incarcerated people may use the religious suffix of -El or -Bey in conjunction with their commitment names and offender identification numbers (OID); the suffix will not be added to DOC records unless the suffix is part of a legal name change.
- G. Exceptions
  1. The deputy commissioner may authorize an exception for an individual's legal name to be recognized by the department for safety or security reasons. The person must provide sufficient documentation to necessitate the exception on the Legal Name Change Request form (attached), which is maintained in ODocS along with the deputy commissioner's decision letter.

2. Any name change exception request approvals are routed to the individual, their caseworker, the hearings and release unit, the records division, the office of special investigations, health services, and the victim services unit.

**INTERNAL CONTROLS:**

- A. Offenders are notified in writing of all court ordered legal name changes and a copy of the memo is retained in the offender's electronic file in ODocS.
- B. The legal name change exception request form and decision letter are retained in the individual's electronic file in ODocS.
- C. Any name change exception request approvals are routed to the individual, their caseworker, the hearings and release unit, the records division, the office of special investigations, health services, and the victim services unit.

**ACA STANDARDS:** 1-CO-1F-01, 1-ABC-1F-01

**REFERENCES:** [Policy 302.020, "Mail"](#)  
Minn. Stat. §§ [259.10](#); [259.12](#)

**REPLACES:** Policy 202.130, "Offender Names," 5/7/19.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** [Court Ordered Legal Name Change Memo](#) (202.130A)  
[Legal Name Change Exception Request Form](#) (202.130B)

**APPROVALS:**

Deputy Commissioner, Reintegration and Restorative Services  
Deputy Commissioner, Facility Safety and Security  
Assistant Commissioner, Organizational and Regulatory Services  
Assistant Commissioner, Chief of Staff  
Assistant Commissioner, Health, Recovery, and Programming  
Assistant Commissioner, Education and Interagency Partnerships