

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.78	Page 1 of 4
	Original Effective Date: 07/05/16	New Effective Date: 08/31/23
	Supersedes: 300.00.78	Dated: 01/09/23
	Administrator's Approval: Sarah Cooper, Administrator – 08/09/23	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Name of PIOC and Changes to Name		

POLICY

The Division of Adult Institutions shall establish a consistent process for maintaining legal PIOC names.

REFERENCES

Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
DAI Policy 309.20.02 – State of Wisconsin Identification Card
ROP E-04 – Legal Name Changes

DEFINITIONS, ACRONYMS AND FORMS

Alias – An assumed or additional name a person sometimes uses or has used.

CV-450 – Petition for Name Change

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DOB – Date of Birth

DOJ – Department of Justice

GED – General Education Diploma

JOC – Judgment of Conviction

Legal AKA/FKA – Also known as/formerly known as established by Court Order

Litigation Coordinator/Designee – Facility staff designated to accept service of legal documents and coordinate responses. Liaison between the facility, DOJ and/or OLC.

OLC – Office of Legal Counsel

PIOC – Persons in Our Care

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PROCEDURE

I. Determination of PIOC Name and DOB

- A. The name and DOB contained on the first JOC that imposes a prison sentence used to admit a PIOC to DAI establishes the PIOC name and DOB that shall be contained on all records within DAI.
 1. This name could differ from the name used to establish DCC records.
 2. When admitted with JOCs containing both jail and prison sentences, only the prison sentence information is applicable.
 3. All other names and DOBs are recognized as aliases or Legal AKA/FKAs.
 4. For required business purposes, staff shall be permitted to indicate the legal name on vital records as defined in DAI Policy 309.20.02 and for GED testing and credentialing.
- B. The established name and DOB is maintained until the adult case file is terminated, unless one of the following occurs:
 1. Amendment to the JOC as indicated in Section I.A.
 2. Court ordered name change in which the Court orders DAI to change all records.
- C. A name or DOB change ordered by the Court would be listed as an alias or AKA/FKA unless DAI is ordered to change all records.

II. Notifications

- A. After notarizing a CV-450 or similar form requesting a name change, facility notaries shall provide PIOC name, DOC number and the County of Petition to Records Office staff.
- B. Upon notification from the notary, Records Office staff shall notify facility Litigation Coordinator and the DAI Security Chief.
- C. The DAI Security Chief shall review the proposed name change for security concerns.
 1. If no concerns exist, the DAI Security Chief shall let the Facility Litigation Coordinator know the request can be processed.
 2. If there are concerns, the Security Chief shall relay them to the Facility Litigation Coordinator who will share the concerns with OLC.
- D. Facility Litigation Coordinator shall forward notification, including any related documents, to the PIOC Litigation Paralegal in the OLC.

III. Approval of Name and/or DOB Change/Order to Change All Records

- A. Once Order is received from the Court, Records Office staff shall follow ROP E-04 to process the name change.

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B. Name and/or DOB contained on Order supersedes those established in Section I.A.

IV. Approval of Name Change – Legal AKA/FKA

A. Once Order is received from the Court, Records Office staff shall follow ROP E-04 to process the name change.

B. The DAI PIOC name and DOC number shall accompany the new legal name for the following:

1. Mail.
2. Visits.
3. Notary.
4. Financial and business purposes.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.78	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Name of PIOC and Changes to Name		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - 1.
 - a.
 - B.
 - C.
- II.
 - A.
 - B.
 - C.