

## **Nationality Instructions**

### **Procedural section**

#### **Letters**

#### **1. The most common occasions on which a typed letter is likely to be required are:**

- In reply to a letter that has to do with naturalisation or registration but cannot be properly answered by a stock letter (see Chapter 6 Annex B for a list of stock letters)
- In reply to an enquiry about a nationality problem
- When one or more stock letters have already been sent but seem to have been misunderstood
- To request information or documents from an FCO post abroad

#### **2. Replies to letters**

2.1 Straightforward answers to questions by private correspondents are nearly always dealt with by an informal letter (see below). Before beginning it may be helpful to read this paragraph from 'Plain Words' by Sir Ernest Gowers:

"Be sure that you know what your correspondent is asking before you begin to answer him. Study his letter carefully. If he is obscure, spare no trouble in trying to get at his meaning. If you conclude that he means something different from what he says (as he well may), address yourself to his meaning not to his words, and do not be clever at his expense ..... If he is troubled, be sympathetic. If he is rude, be especially courteous. If he is muddleheaded, be especially lucid. If he is pig-headed, be patient. If he is helpful, be appreciative. If he convicts you of a mistake, acknowledge it freely and even with gratitude. But never let a flavour of the patronising creep in ....."

#### **3. Style**

3.1 Usually, we use the informal style when replying to a letter from a private address, and the semi-formal style for agents and solicitors.

##### **Informal style**

3.1.1 The informal style (e.g. Dear Mr, Mrs, Miss or Ms (as appropriate ....., ending 'Yours sincerely') is the preferred form for letters addressed to members of the public. The use of this style helps to ensure that letters are couched in the right terms and are not formal and remote. If, however, the Secretary of State is exercising his discretion it should be made clear that "the Secretary of State has decided to grant your application". It is wrong to say that "we" have decided.

##### **Semi-formal style**

3.1.2 The semi-formal style (e.g. Dear Sir/Madam, ending 'Yours faithfully') is appropriate in a letter addressed to a corporate body or other organisation where the signature on their letter is impersonal or indecipherable, or when originating a letter to a firm or organisation where the name of an individual is not known. When referring to the organisation in the letter, the definite article should be used (e.g. "the Committee" not "your Committee").

## **4. What to say**

4.1 The language should be simple and clear, especially as English will not be the mother tongue of many correspondents. It should also be courteous and accurate. Help should always be sought if there is any doubt about spelling or what to say. It is better to get it right.

## **5. Format of letters**

### **5.1 Heading**

5.1.1 If the correspondent has used a heading when writing to the Immigration and Nationality Directorate, the same heading should be used in the reply. Where appropriate, any reference given should be quoted in the reply.

### **5.2 Beginning**

5.2.1 The most usual beginning in reply to a letter is:

"Thank you for your letter of [date] about ....."

## **6. Style and tone**

6.1 A direct, simple style should be used, avoiding technical terms and abbreviations (unless it is clear that the recipient will understand them), jargon and ambiguity.

6.2 Consideration should be given to the most appropriate tone for the letter being written, since this will indicate your attitude to the reader. The letter should always be polite, but it may also be necessary to be firm, sympathetic, persuasive and/or tactful depending on the circumstances.

### **6.3 Expressions of regret**

6.3.1 Where a reply has been delayed it is courteous to include the acknowledgement:

"I am sorry that you have not had an earlier reply."

### **6.4 Expressions of regret upon refusing an application**

6.4.1 Regret need not be expressed at a refusal of naturalisation or registration. It may be expressed when we are unable to recognise a person as a British citizen because he cannot produce enough documentary evidence.

## **7. Draft letters**

### **Layout**

7.1 A4 drafting paper should be used, and a wide margin left (about 5cm); the lines of writing should be spaced so that there is room for another line to be added if necessary. A typed draft should be in double spacing. The file number and the correspondent's reference (if known) should be written at the top right hand side of the page, and the name and address of the correspondent at the top left hand side (if the draft is written in manuscript, the name and address should be in block capitals). The problem of whether to use Mr, Esq etc is dealt with in paragraph 1 of the Annex.

## Amended drafts

7.2 When a file comes back from the senior officer, the draft may be found to have been mutilated beyond recognition. This should not be seen as an outrage; it is merely the result of the natural wish of the person authorising the letter to arrange it in a way that satisfies him. If the reason for the changes made to the draft is not clear, a caseworker should always ask. It is not usually necessary to re-write such a draft. It should be removed from the file and sent, with a typing slip attached, to the typing pool.

7.3 If the draft is typed, it may be forwarded to the typing pool by copying the letter onto the TYP\_SHR directory. A typing slip should be sent to the typing pool - the slip should indicate the name given to the draft.

7.4 Once the letter has been sent, the draft should be removed from the file and, where appropriate, deleted from TYP\_SHR (the same applies to drafts of more complex documents such as papers or submissions).

## **Annex –forms of address**

### **1. Title and modes of address**

1.1 Lists of modes of addressing peers, baronets, knights etc have been included in the attached list which members of the staff may find useful when addressing correspondence. Staff should not hesitate, however, to consult senior officers when in doubt.

1.2 When writing to foreign official representatives in the United Kingdom, the form of address to be used is that shown in the Diplomatic List or other official list. Where the prefix 'Mr' appears, the representative should be addressed as such; in no circumstances should the term 'Esq' be used instead. Title or rank should be accorded where stated.

1.3 Normally, in other cases members of the public should be addressed as Mr, Mrs or Miss unless he or she is known to have a rank or title, including that of a religious or professional nature. The suffix 'Esq' should not be used when writing to foreign nationals. If it is not clear whether a woman correspondent is Mrs or Miss, or if she indicates that she wants to be addressed as Ms, she should be addressed as Ms.

1.4 The following titles should also be born in mind:

Burmese - 'U' stands for 'Mr'

Ethiopians - 'ATO' means 'Mr' and is not a forename

Indians - 'Shri' means 'Mr'.

### **2. Correspondence addressed to Embassies, High Commissions and Consulates in the United Kingdom**

2.1 The official addresses of the above are usually in the London Diplomatic List immediately below the name of the country. Where they are not (e.g. in the case of a particular Consulate), this information may be readily obtained from the Embassy or High Commission on enquiry. On no account should official correspondence be sent, without first obtaining confirmation, to officers attached to the Embassy or High

Commission at the addresses shown against their names as these are nearly always their private residences.

### **3. Correspondence with Royal Households**

3.1 Officers are reminded that in directing correspondence to a Private Secretary to a Member of the Royal Family, the name of the Member of the Royal Family concerned should be included in the address (e.g. The Private Secretary to HRH .....)

3.2 It is not sufficient to address an envelope to, for example, 'The Private Secretary, Kensington Palace, W8' since there may be more than one member of the Royal Family in residence at Kensington Palace at that time.

### **4. Commissioners of Police**

4.1 An official communication to the Metropolitan Police should be addressed to "The Commissioner of Police of the Metropolis (not for the Metropolis).

### **5. British nationals who held foreign titles**

5.1 Official recognition cannot be given to the use of foreign titles such as Prince, Baroness, etc, by British nationals and care should be taken not to address any such people (whether or not they are naturalised or registered) by such a title. (See TITLES (FOREIGN))

## CORRECT FORMS OF ADDRESS

<b><u>The Royal Family</u></b>	<b>Envelopes</b>	<b>Opening of letter</b>
The Queen	Correspondence should be addressed to 'The Private Secretary to Her Majesty the Queen'	
The Duke of Edinburgh	The same procedure should be followed as with the Queen	
The Queen Mother	The same procedure should be followed as with the Queen	
A Royal Prince	His Royal Highness, The Prince Charles, Prince of Wales	Your Royal Highness
	His Royal Highness, The Prince Andrew	Your Royal Highness
A Royal Princess	Her Royal Highness, The Princess of Wales	Your Royal Highness
	Her Royal Highness, The Princess Anne	Your Royal Highness
	Her Royal Highness, The Princess Margaret, The Countess of Snowden	Your Royal Highness
A Royal Duke	His Royal Highness, The Duke of Gloucester	Your Royal Highness
A Royal Duchess	Her Royal Highness, The Duchess of Gloucester	Your Royal Highness
<b><u>Peers, Baronets and Knights</u></b>	NB. The social forms of address are given here, for details of formal style etc. see Debrett's 'Peerage and Baronet' or "Debrett's Correct Form"	
Duke	The Duke of Sunborough	Dear Duke of Sunborough or Dear Duke
Duchess	The Duchess of Sunborough	Dear Duchess of Sunborough or Dear Duchess
Dowager Duchess	The Dowager Duchess of Sunborough or Heloise, Duchess of Sunborough (both are correct; the usage is a matter of personal choice)	as for 'Duchess'
Eldest son of a Duke	Marquess of Belchamber	Dear Lord Belchamber
	For our purposes, the Marquess of Belchamber is the eldest son of the Duke of Sunborough, taking as a courtesy title the second title of his father, as is the custom.	
Younger son of a Duke	Lord Charles Pagley	Dear Lord Charles
Wife of younger son of a Duke	Lady Charles Pagley	Dear Lady Charles
Daughter of a Duke	Lady Sarah Pagley	Dear Lady Sarah
Marquess	The Marquess of Belchamber	Dear Lord Belchamber

## CORRECT FORMS OF ADDRESS

Envelopes	Opening of letter	
Marchioness**	The Marchioness of Belchamber	Dear Lady Belchamber
Eldest son of a Marquess (See Earl below)	The Earl of Charmington	
Younger sons and daughters of a Marquess	Have the same titles and modes of address as children of Duke (see below)	
Earl	The Earl of Charmington	Dear Lord Charmington
Countess**	The Countess of Charmington	Dear Lady Charmington
Eldest son of Earl (see Viscount below)	Viscount Dalsany	
Younger son of an Earl	The Hon. Thomas Esmond	Dear Mr Esmond
Wife of younger son of an Earl	The Hon Mrs Thomas Esmond	Dear Mrs Esmond
Daughter of an Earl	Lady Hermione Esmond	Dear Lady Hermione
Viscount	The Viscount Dalsany	Dear Lord Dalsany
Viscountess**	The Viscountess Dalsany	Dear Lady Dalsany
Son of a Viscount	The Hon. Hugh Trevor	Dear Mr Trevor
Wife of Viscount's son	The Hon. Mrs Hugh Trevor	Dear Mrs Trevor
Daughter of a Viscount	The Hon. Caroline Trevor	Dear Miss Trevor
Baron	The Lord St Edmunds	Dear Lord St Edmunds
Baron's wife**	The Lady St Edmunds	Dear Lady St Edmunds
Children of a Baron	The sons and daughters of barons, and their sons wives bear the title of Hon. as for sons of Viscounts above	
Baronet	Sir Arthur Aubyn, Bt	Dear Sir Arthur
Wife of Baronet**	Lady Aubyn	Dear Lady Aubyn
Children of a Baronet	Baronet's children have not titles	
Life peers***	The Lord Frognal	Dear Lord Frognal
Wives of life peers	The Lady Frognal	Dear Lady Frognal
Life Peer's children	The Hon. Michael Wade	Dear Mr Wade
Knight*	Sir Thomas Eccleston	Dear Sir Thomas
Knight's wife*	Lady Eccleston	Dear Lady Eccleston

\* Courtesy Titles: Should a woman bearing a courtesy title in her own right marry an 'Hon' or a baronet, she keeps her own title, e.g. Lady Hermione Esmond, married to a baronet, would be Lady Hermione Aubyn. Married to the younger son of an earl or the son of a viscount or baronet, she would remain Lady Hermione. A female 'Hon', married to a peer's younger son, would be 'The Hon Mrs James' rather than 'The Hon Mrs Hugh James'. If married to a baronet or a knight, she would be 'The Hon Lady Aubyn'

\*\* For Dowagers, see under Women's titles

\*\*\* non-hereditary

## CORRECT FORMS OF ADDRESS

### **Women's Titles**

### **Envelopes**

### **Opening of letter**

Hereditary Peeress in her own right	The Countess of Bannockburn If the husband of a hereditary peeress has no title, he remains 'Mr'. Her children take the same title as the children of a peer of her rank, and the title descends to her eldest son or, if she has no son, to her eldest daughter.	Dear Lady Bannockburn
Widows of hereditary Peers	The Dowager Marchioness of Belchamber, or Cecilia, Marchioness of Belchamber	Dear Lady Belchamber
Life Peeresses	Baroness Brown The husband of a life peeress takes no title. Her children take the title of 'Hon' for their lifetime.	Dear Lady Brown
Dames (The female equivalent of a knighthood)	Dame Augusta Marchant	Dear Dame Augusta
Widows of baronets	Lilian, Lady Aubyn or Dowager Lady Aubyn	Dear Lady Aubyn
Divorcees	Rosamund Viscountess Dalsany For all ladies of title, whether ex-duchesses or former wife of knights, the form is the same; the Christian name precedes the title.	Dear Lady Dalsany

### **Scottish and Irish Titles**

There is little difference between the peerages of England, Scotland or Ireland with the notable exception that Irish Peers do not automatically have a seat in the House of Lords and can therefore stand as members of the House of Commons. Many Scottish peerages can descent through the female line and the heir to a peerage is called 'Master' (see below)

Eldest son of a Scottish peer (or peeress in her own right)	The Master of Glamis	Dear Master of Glamis
Wife of a Master	The wife is called 'Mrs' unless her husband (or herself) has the right to use a title such as 'Hon'.	
Irish Hereditary Knight	The Knight of Glin	Dear Knight
Wife of Irish hereditary Knight	Madam Fitzgerald	Dear Madam Fitzgerald
Scottish Chief of Chieftain	The MacKinnon of MacKinnon	Dear MacKinnon  (A member of a Clan or Name writes 'Dear Chief')
Female Chief	Madam MacLachlan of MacLachlan	Dear Madam MacLachlan of MacLachlan
Wife of Scottish Chief or Chieftain	Madam MacKinnon of MacKinnon NB Some wives prefer Mrs to Madam and this varies depending on the family)	Dear Madam MacKinnon
Eldest son of a Chief	John MacKinnon of MacKinnon yr. (yr' means 'younger')	Dear Mr MacKinnon

## CORRECT FORMS OF ADDRESS

	<b>Envelopes</b>	<b>Opening of letter</b>
Wife of Chief's eldest son	Mrs MacKinnon of MacKinnon yr.	Dear Mrs MacKinnon
Other children of a Chief	The sons are addressed without special titles (e.g. Hugh MacKinnon Esq.), but the daughters bear the designation of the house (e.g. Miss MacKinnon of MacKinnon (the eldest) and Miss Jane MacKinnon, the younger daughter.	
Irish Chieftain	The McGillicuddy of Reeks (O'Connor Don is the only Irish chief whose name is not prefixed by 'The')	Dear McGillicuddy
Irish Chieftain's wife	Madam McGillicuddy of the Reeks	Dear Madam McGillicuddy
Children of Irish Chieftain	Children of Irish Chieftains have no special titles or designations.	

### **Untitled People**

Men	Charles Newby, Esq	Dear Mr Newby
Married Women	Mrs Charles Newby	Dear Mrs Newby
Daughters	Miss Lily Newby (sometimes the eldest daughter is address as 'Miss Newby')	Dear Miss Newby
Widows	Mrs Charles Newby	Dear Mrs Newby
Divorcées	Mrs Betty Newby	Dear Mrs Newby

### **Government and**

#### **Parliament**

The designations given here apply to official or parliamentary life, and events connected with it. In ordinary social life it is correct to address members of the government by their own names and *personal* titles (e.g. 'Mr Mildmay', 'Sir Marmaduke' etc).

All members of the House of Commons have the initials 'M.P.' (Member of Parliament) after their names on envelopes. In the case of Cabinet Ministers (and some other ministers), this is preceded by the initials 'P.C.' (Privy Councillor). This also entitles them to the pre-fix 'The Rt Hon.'.

The Prime Minister	The Rt. Hon. William Mildmay, P.C., M.P. (personal)	Dear Prime Minister
	The Prime Minister (official)	
The Lord Chancellor	see 'The Law'	
Lord Privy Seal	The Rt Hon The Earl of Brentford, P.C. (personal)	Dear Lord Privy Seal
	The Lord Privy Seal (official)	
Chancellor of the Exchequer	The Rt Hon Plantagenet Palliser, P.C., M.P. (personal)	Dear Chancellor
	The Chancellor of the Exchequer (official)	
Chancellor of the Duchy of Lancaster	St Marmaduke Morecombe, Bt, P.C., M.P. (personal)	Dear Chancellor
	The Chancellor of the Duchy of Lancaster (official)	



## CORRECT FORMS OF ADDRESS

	<b>Envelopes</b>	<b>Opening of letter</b>
Secretaries of State	The Rt Hon Phiness Finn, P.C., M.P. (personal)  The Home Secretary (official)	Dear Secretary of State or Dear Home/Foreign/Chief Secretary
The Lord President of the Council	The Rt Hon The Duke of St Bungay, P.C. (personal)  or by official title as above	Dear Lord President
Ministers	John Grey, Esq, M.P.  or by official title as above	Dear Minister
Back Benchers	Barrington Earl, Esq, M.P.	Dear Mr Earle
<b><u>The Law</u></b> The designations given here refer to occasions when the person is acting or being addressed, in an official capacity. In private social life, legal applications would not normally be used (e.g. Lord Clarendon, the Lord Chancellor would be addressed, introduced and written to as Lord Clarendon (see Peers)). Circuit judges and retired High Court judges are often called 'Judge'. In court, High Court judges are called 'My Lord'; Circuit judges are called 'Your Honour' save when they sit at the Central Criminal Court when by usage they are called 'My Lord'.		
The Lord Chancellor*	The Rt Hon The Earl of Clarendon, The Lord Chancellor or The Lord Chancellor	Dear Lord Chancellor or My Lord
The Lord Chief Justice*	The Rt Hon, The Lord Chief Justice of England P.C.	Dear Lord Chief Justice or My Lord
Lord* Justice-General (of Scotland)**	The Rt Hon, The Lord Justice-General, P.C.	Dear Lord Justice-General or My Lord
The Lord Chief Justice of Northern Ireland***	The Rt Hon Sir David Bowen, Lord Chief Justice of Northern Ireland	Dear Lord Chief Justice or My Lord
* A member of the Privy Council ** For details of Scottish judiciary, see 'Debrett's Correct Form' *** Other legal forms of address are as in England		
Master of the Rolls	The Master of the Rolls	Dear Master of the Rolls
The President of the Family Division (always knighted and a P.C.)	The President of the Family	Dear President or Dear Sir William
Lords of Appeal	The Rt Hon, The Lord Howe, P.C.	Dear Lord Howe
Court of Appeal Judge	The Rt Hon Lord Justice Pimm, P.C.	Dear Lord Justice or My Lord
High Court Judge	The Hon Mr Justice Allen	Dear Judge
Woman High Court Judge	The Hon Mrs Justice Harris	(Dear) Madam

NB. Though referred to as 'Mr Justice' and 'Mrs Justice' officially, high court judges are knights (or dames) and socially are addressed accordingly

## CORRECT FORMS OF ADDRESS

	Envelopes	Opening of letter
Circuit Court Judges	His Honour Judge Jones Q.C. (If a knight, His Honour Sir John Bates) (If the judge was a Q.C. before his appointment, he retains his patent.)	(Dear) Sir
Queen's Counsel	Philip Euston, Esq., Q.C.	Dear Mr Euston
<b><u>The Armed Services</u></b>	NB. The rank of an officer should always be on the envelope, so should his decorations. The usages given here are social, for more details of forms of address, see Debrett's Correct Form'.	
<b>ROYAL NAVY</b> officers from Admiral of the Fleet to Lieutenant	Admiral of the Fleet, the Earl of Matcham, G.C.B., K.B.E.  Admiral Sir William James, G.C.B.  Commodore High Lessing C.B.E., Royal Navy (or R.N.)* NB. Captain, Commander and Lieutenant, as for Commodore but with appropriate title.	Dear Lord Matcham  Dear Sir William (Admiral James if he has no title)  Dear Commodore Lessing
Sub-Lieutenant and all ranks below	Subs-Lieutenant Harold Ross, Royal Navy (or R.N.)	Dear Mr Ross
	* All officers below the rank of Rear-Admiral are entitled to the words 'Royal Navy' after their name, followed by decorations etc. This may be abbreviate 'R.N.'	
<b>ROYAL MARINES</b>	As for the army, below. The rank of Lieutenant-Colonel, and ranks beneath it, are entitled to 'R.M.' or 'Royal Marines' after their name, followed by any decorations.	
<b>THE ARMY</b>	The form is as for the higher ranks of the Navy, but with appropriate titles. However, if a general does not have a Officers from Field knighthood and is not a peer, he is referred to as 'General Pains' Marshal to Captain except on envelopes where his rank as a general is designated (e.g. Major-General John Paine, C.B., C.B.E.	
		Dear General Paine (or Dear General)
Lieutenant and Ranks below	John Harris, Esq Grenadier Guards	Dear Mr Harris
	(The regiment or corps may be added on the next line as shown here)	
<b>ROYAL AIR FORCE</b>	As for the other services: the full rank plus any personal titles and decorations goes on the envelope. 'R.A.F.' may follow the name; Flying Officers or Pilot Officers are 'Mr'.  NB. As a rule in the Services, titled people are addressed by their titles rather than service rank, except by special preference (e.g. Admiral Sir William James is 'Sir William' not 'Admiral James'). On envelopes his service rank appears before his title (e.g. Admiral Sir William James (followed by 'Bt' if appropriate) then decorations etc.)	
<b><u>The Clergy</u></b>		
<b>CHURCH OF ENGLAND</b>		
Archbishops	The Most Reverend and Rt Hon. the Lord Archbishop of Canterbury (or York)	Dear Archbishop

## CORRECT FORMS OF ADDRESS

	<b>Envelopes</b>	<b>Opening of letter</b>
Bishops	The Right Reverend the Lord Bishop of Durham (exception: the Bishop of London, Rt Rev. and Rt Hon. the Lord Bishop of London)	Dear Bishop
Deans	The very Reverend, the Dean	Dear Dean, or Dear Mr Dean
Other ranks	The very Rev. the Provost of Coventry  The Venerable the Archdeacon of Exeter  The Rev. Canon John Smith	as above, but substituting appropriate titles
Vicars and Rectors	The Reverend John Pike  (if wife is included the correct form is The Rev. John and Mrs Pike)	Dear Mr Pike or Dear Father Pike

### CHURCH OF SCOTLAND

The clergy (for other ranks see 'Debrett's Correct Form')	The Reverend Peter Jones (The Reverend Mary Jones, if a woman)	Dear Mr/Mrs Jones
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### JEWISH

The Chief Rabbi	The Chief Rabbi Dr Immanuel Jakobovits	Dear Chief Rabbi
Rabbis	Rabbi P Wiseman or Rabbi Dr P Wiseman (if appropriate)	Dear Rabbi Wiseman  Dear Mr Wiseman (if a doctor)
Ministers	The Reverend Peter Wiseman  The Reverend Dr Peter Wiseman (if a doctor)	Dear Mr Wiseman  Dear Dr Wiseman

### THE ROMAN CATHOLIC CHURCH

The Pope	His Holiness the Pope	Your Holiness or Most Holy Father
Apostolic Delegate	His Excellency Most Reverend Lorenzo Giotto or His Excellency the Apostolic Delegate	Your Excellency
Cardinals	His Eminence the Cardinal Archbishop of Westminster  His Eminence Cardinal Jones (if not an archbishop)	Dear Cardinal Jones or Your Eminence
Archbishops	His Grace the Archbishop of Armagh	Dear Archbishop Boland or Your Grace
Bishops	The right Reverend James Evans, Bishop of Castletown	My Lord Bishop or Dear Bishop Evans

## CORRECT FORMS OF ADDRESS

	Envelopes	Opening of letter
Monsignors	The Reverend Monsignor Patrick Penn, or The Reverend Monsignor	Dear Monsignor Penn
Priests of other ranks	The Reverend John O'Reilly	Dear Father O'Reilly
<b><u>Local Government</u></b>		
Lord Mayor (this applies to Lady Mayors as well)	The Rt Hon. the Lord Mayor of (London, York, Belfast and Cardiff only)	Mr Lord Mayor (formal official)  Dear Lord Mayor (social official)
	The Right Worshipful the Lord Mayor of (for all except above)	
Lady Mayoress (the Consort of a Lord Mayor*)	The Lady Mayoress of Castletown	My Lady Mayoress (formal official)  Dear Lady Mayoress (social official)
	* See end of section	
Mayors	The Right Worshipful the Mayor of Liverpool (and other cities; also correct for Hastings, Hythe, New Romney and Rye)	Mr Mayor (formal official)  Dear Mr Mayor (social official)
	The Worshipful Mayor of (for all town Mayors)	
Lady Mayoress and Mayor's Consort	as for Lady Mayoress above	
Alderman (Corporation of London only)	Mr Alderman Jones, Alderman Sir Peter Jones Bt. Alderman the Rt. Hon. Lord Jones, Lieutenant-Colonel & Alderman Jones, or Mrs Alderman Jones, as appropriate (official) or by name (social)	Dear Alderman (formal official)  By name (social official)
City, Borough or District Councillor	Councillor followed by name, (preceded where applicable by rank, Mrs or Miss) (official) or by name (social)	Dear Councillor
	* A female Lord Mayor's husband is called the Lord Mayor's (for Mayor's) Consort but is addressed by name.	
<b><u>Professional and Civil</u></b>		
<b>MEDICAL PRACTITIONERS</b>	John Jekyll, Esq., M.D., F.R.C.P. or Dr John Jekyll, M.D. F.R.C.P. (if knighted, Sir John Jekyll etc)	Dear Dr Jekyll  Dear Sir John
Surgeons	Harold Hyde, Esq., M.S., F.R.C.S.	Dear Sir Hyde
	Sir Harold William, M.S., F.R.C.S. (if knighted)	Dear Sir Harold

## CORRECT FORMS OF ADDRESS

	Envelopes	Opening of letter
<b>DENTISTS</b>	A Dental Surgeon is addressed as a Surgeon above, but with the appropriate initials following. He may be referred to as 'Doctor' provided he has a medical degree in addition to dental qualification.	
<b>POLICE</b>		
Police Commissioner (Metropolitan and City of London)	Sir Peter Evans (plus decorations) or Commissioner of Police of the Metropolis (or, for the City of London)	(Dear) Sir, Commissioner or by name
Police: Deputy or Assistant Commissioner	as above, but with appropriate titles	
Police: Deputy Assistant Commissioner, Commander, Chief Superintendent and Superintendent	Rank plus name, followed by 'Metropolitan Police' or 'City of London Police', plus decorations  or Name followed by appointment etc	as above, but with appropriate designations
Police: Chief Inspector, Inspector, Police Sergeant and Police Constable	Rank precedes name. Rank is often abbreviated to P.S., P.C., D.S., D.C. 'Metropolitan Police' or 'City of London Police' follows	Dear Chief Inspector (or other rank) Allen  The prefix 'Detective' is added if a member of C.I.D. (e.g. Detective Chief Inspector Allen)
Police, other forces: Chief Constable (this style applies also to Deputy or Assistant Chief Constable)	Sir John Harris or John Harris, Esq. (as appropriate, followed by decorations) or Chief Constable Barsetshire Constabulary	Dear Chief Constable or by name
Police, other forces	All other ranks are as for Metropolitan police	
Police, women	It is the custom to precede the designation with 'W' (e.g. W/Chief Inspector Curran, or W.D.C. James (Detective Constable))	
<b>CIVIL SERVICE</b>	Members of the civil service are addressed by names, not by appointments (except by other members of their department)	