

Divisional Records

Reference material

The following records and reference materials are held in INPD(L), unless otherwise indicated. NB. Those marked * should also be available in each Team.

Legal and Parliamentary

Stones Justices Manual

The Sentence of the Court - A Handbook for Magistrates (Watkins/Gordon/Jeffries)

The Sentence of the Court - A Handbook for the Courts

The Ombudsman in Your Files*

Getting the Best Out of Your Lawyer - A Guide for Officials*

Departmental Evidence & Response to Select Committees

Miscellaneous Court Judgements

Vachers Parliamentary Companion*

Hindu & Muslim Marriage Laws in Commonwealth Countries

Marriage & Divorce Laws of Foreign Countries

The Illegitimate Child in International Law (Compendium of Foreign Legitimacy Laws)

Selected UN and European Convention & Protocols relating to adoption, human rights, and other matters

Commonwealth Country files

Miscellaneous statutes

Nationality material

British Nationality Law & Practice (Mervyn Jones)

Nationality & Naturalization (Piggott)

Nationality - English Law on the High Seas & Beyond the Realm (Piggott)

Nationality & Citizenship Laws (Parry)

British Nationality (Parry)

Nationality & Citizenship Laws of the Commonwealth and Ireland (Parry)

British Nationality Law (Fransman) (1st edition)*

British Nationality Law (Fransman) (2nd edition)

The New Nationality Law (MacDonald & Blake)

Naturalisation (Josling)

British Nationality - The New Law (Stanbrook)

British Nationality - A Guide to the New Law (Dummett & Martin)

History of Naturalisation 1252-1970 (Ross)

Papers relating to British nationality statutes (1870-1990), including Hansards and a note on the history of the British Nationality Act 1981

British Nationality Act 1981 - List of Ministerial commitments

Commonwealth Countries - Independence and Citizenship Laws

Citizenship Laws of Other Countries

Naturalisation Laws of Foreign Countries

European Bulletin on Nationality (Council of Europe)

Constitution of the Union of Burma

Civil Code of the Empire of Ethiopia

Laws Concerning Nationality (United Nations)

A Collection of Nationality Laws of Various Countries (Flourney & Hudson)

United Kingdom statutes relating to nationality and the status of British protected person

Statistics of persons acquiring citizenship of the UK and Colonies/British citizenship (1962-1983)

Application forms and information leaflets (1870-present)

Obsolete Nationality Division stock letters

Immigration material

Immigration Act 1971 - A General Guide
Immigration Law and Practice (MacDonald & Blake)
United Kingdom immigration statutes
Commonwealth Immigrants Act statistics (1962-1973)

Family law

Children Act 1989 - A Procedural Handbook (Harris & Scanlon)
Selected United Kingdom legislation relating to registration of births, deaths and marriages

Atlases

Readers Digest Atlas of the World*
Times Atlas of the World
Times Gazetteer of the World
Imperial Gazetteer of India
India and Pakistan Gazetteer
Bartholemew's Survey Gazetteer of the British Isles
Miscellaneous Maps of the Colonies

Internal guidance & instructions

Foreign & Commonwealth Office Directory
Diplomatic Service Procedures:

- Volume 1 - Entry Clearance and General
- Volume 2 - Passports
- Volume 3 - Legal Matters
- Volume 6 - Marriages; Registration of Births and Deaths
- Volume 7 - Nationality*
- Volume 44 - Laws
- Volume 46 - Guidance to Governors and Specified Officials

Passport Office Order Book
Travel Document Section Caseworkers Manual
Asylum Directorate Caseworkers Manual
General Instructions to the Immigration Service
Commonwealth Immigrants Act 1962 - Instructions to Immigration Officers
EU Handbook
Immigration Directorate Instructions (IDIs)
Consolidated Circular to Police on Crime & Kindred Matters
Home Office IND Police Handbook
Aliens Order 1920 - Police Handbook
A Guide to Forgery
A Guide to Forgery Detection
Parliamentary Questions*
Nationality Directorate Staff Instructions*
Nationality Division Handbook of Instructions *
British Nationality Act 1981 Staff Instructions*
Instructions to LNO Caseworkers (1989)*
B4 Computer Manual/ Keynote Notices/CSL Instructions
B4 Division Staff Instructions (original versions of Volumes 1 and 2)
Home Office Library Circulars
Information Notes (1959-1976)
Staff Memoranda (1953-75)
Temporary Instructions (1976-90)
B4 General Notices (1982-91)

LNO Notices (1988-90)
B4/ND/Group F/Nationality Notices (1988-present): MSU
Home Office Notices: Management Unit
IND Notices: Management Unit
Staff Handbook*
Guide for Line Managers*
Race Relations*
Data Protection Act 1984 - Handbook
Official Secrets Act 1989 - A Basic Guide: Training
Work Station Assessment Guide NDCS
Security in the Home Office
Security Matters - It's Your Responsibility: Training
Health and Safety Policy Statement: Management Unit
Race Relations Policy Statement & Guidance: Management Unit

Miscellaneous material

Commonwealth Yearbook
Whittaker's Almanack
Statesman's Yearbook
Police and Constabulary Almanac*
Who's Who
London Diplomatic List*
Diplomatic Service Overseas Reference List*
Dominions Office & Colonial Office List 1938
Handbook on the Peculiarities of Foreign Names
The Complete Plain Words (Gowers)
Hong Kong 1986 - A Review of 1985
Hong Kong - The Eclipse (Endacott)
Chronological Table of Events 1917-1948
Selected Official Reports (HAC, FAC, IND, JCWI, etc)
Family Tree of the Electress Sophia of Hanover

Records of naturalisations, registrations etc

With certain exceptions, as indicated below, official copies of certificates and declarations are kept either in the Public Records Office, Kew, or in the Hayes Record Centre (pending transfer to the Public Records Office).

Records held in INPD(L)

Certificates of registration in accordance with the British Nationality Act 1958, British Nationality Act 1964, British Nationality (No.2) Act 1964, British Nationality Act 1965
Certificates under the British Protectorates, Protected States and Protected Persons Orders 1965 & 1974
Doubt certificates
Certificates of registration under s.5 of the British Nationality Act 1981 (Gibraltar)
Declarations of renunciation since 1982 (but see below in the case of renunciation of British Dependent Territories citizenship)
Notices of intention by citizens of South Africa to apply for registration
Declarations of intention to resume under s.16 of the British Nationality 1948 and s.4(2) of the Cyprus Act 1960
Returns of Registrations in Commonwealth countries, 1949-1982
Certificates of registration and naturalisation as a British Dependent Territories citizen issued in Hong Kong
Naturalisation Index to Names
Aliens Register of Certificates of Naturalisation (1844-1870)
Register of Registration Certificate Numbers

List of persons to whom letters of denization have been granted since 1801

List of persons who have obtained Acts of naturalisation (1801-1900)

Card indices for:

- Declarations under the Burma Independence Act 1947
- Irish index (ELAs and Es)
- Declarations of Acquisition of British Nationality
- Overseas Naturalisation and Registration
- Revocation under the British Nationality and Status of Aliens Act 1914
- Renunciation in the United Kingdom and overseas
- Deprivation under the British Nationality Act 1948
- Certificates of registration & naturalisation declared null and void (1980-present)

Records held in the offices of the governors of the dependent territories

Certificates of naturalisation and registration as a British Dependent Territories citizen issued under the delegated authority of the Home Secretary (except certificates issued in Hong Kong)

Declarations of renunciation of British Dependent Territories citizenship registered under the delegated authority of the Home Secretary

Records held in the British consulate, Hong Kong

Central register of persons who have acquired the status of British Nationality (Overseas)