

TITLE CODES

When inputting any transaction we have to include a title, to do this we key in a number rather than the actual title. Below is a list of the title codes: -

- | | | |
|---|---|---|
| 1 | - | Mr |
| 2 | - | Mrs |
| 3 | - | Miss |
| 4 | - | Female with no prefix e.g. Jane Jones |
| 5 | - | Male with no prefix e.g. David Jones |
| 6 | - | Female with a different title to number 2 and 3 e.g. Dr, Lady or Ms |
| 7 | - | Male with a different title to number 1 e.g. Dr, Rev or Sir |
| 8 | - | Female without a surname e.g. Lady Clydach or Duchess of Swansea |
| 9 | - | Male without surname e.g. Lord Pontardawe or Duke of Swansea |

- If someone wants to be known by an alias use:

Code **8** for Female

Code **9** for Male

The alias must be entered in the TITLE field, not the surname and forename fields.

- When someone quotes distinction letters after their name, enter the surname as usual followed by a comma and then the distinction.

E.g. Jones, SRN
Davies, MBE

- Service titles should be entered the same way as civilian titles :

E.g. Code 6 (female) - Brigadier
Code 7 (male) - Major

HEREDITARY AND CONFERRED TITLES

- If the applicant is found in “Who’s Who” or “Debretts”, or submits satisfactory evidence of entitlement to a hereditary or conferred title, the application should be keyed following the general rules for all title codes.
- Staff are reminded, however, that when keying title codes 8 or 9 the full title and requested name must be entered. These codes will suppress all other personal details used to create the Driver Number.
- Always DAM the licence back to check that the licence has been produced in the correct format.

BOUGHT TITLES

20 When a Title deed is received requesting a change of title e.g. “Mr” to “Lord”, a check of “Who’s Who” (held on some Input teams and Business Support) or “Debretts” (held in Open Resource Centre, A Block) must be undertaken. This will establish whether the title has been ‘bought’ or has been obtained as a genuine title. If a title cannot be located in either publication it is safe to assume it has been ‘bought’. In such cases the application must be rejected for a Deed Poll or Statutory Declaration as evidence of a change of name.

- ‘Bought’ titles do not give rights to a spouse. For example a female applicant could not claim the title of “Lady” on the strength of her husband buying a title in his name only. She must submit a Deed Poll either in her own name or as part of a joint title.
- The applicant should be advised that we are following the practice of the UK Passport Agency in doing this and consequently, our procedures are subject to change in the future
- The bought title (Lord, Baron etc) should form the first forename. The title code 4 or 5 should be used to suppress any other title.
- DAM the licence back to check.