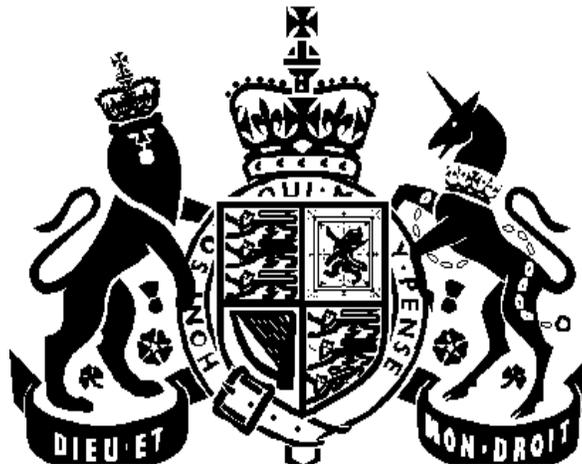


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**INFORMATION PACK FOR BRITISH PRISONERS**  
**IN CUBA**



**BRITISH  
EMBASSY HAVANA  
CONSULAR SECTION**

**CALLE 34 No. 704 e/ 7ma y 17  
MIRAMAR, HAVANA  
PHONE: 7214 2200  
FAX: 7214 2268  
E-MAIL ADDRESS: [UKinCuba@fco.gov.uk](mailto:UKinCuba@fco.gov.uk)**

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## INTRODUCTION

### *Who we can help?*

The Foreign and Commonwealth Office (FCO):

The FCO is represented overseas by its Embassies and Consulates (High Commissions in Commonwealth Countries). Both employ consular officers, and one of their duties is to provide help and advice to any British National who gets into difficulty in a foreign country.

### *About the British Embassy in Havana*

We are impartial; we are not here to judge you. We aim to make sure that you are treated properly and fairly in accordance with local regulations, and that you are treated no less favourably than other prisoners.

We can answer questions about your welfare and about prison regulations but you must ask your lawyer or the court about legal matters. The attached list of lawyers is provided by the British Embassy for your convenience, but neither Her Majesty's Government, nor any official of the Consulate, take any responsibility for the competence or probity of any firm/advocate on the list or for the consequence of any legal action initiated or advice given.

We cannot get you out of prison, pay fines or stand bail or interfere with local judicial procedures to get you out of prison nor secure you an earlier trial date; we cannot investigate a crime.

We have tried to make sure that the information in this booklet is accurate and up to date, but the British Embassy cannot accept legal responsibility for any errors or omissions in the information. If in doubt contact a lawyer.

### *Who are my Consular Representatives?*

Jane Atkinson	Consul
Barbara Lamillar	Pro Consul
Emilio Guevara	Consular Officer

### *Contact Information*

British Embassy  
Consular Section  
Calle 34 No 704 e/ 7ma y 17  
Miramar  
Havana

Telephone 7214 2200  
Fax 7 214 2268

*CUBA*



## **FIRST STEPS**

### ***Who will know that I have been detained?***

When a British National is arrested and detained in Cuba, the Cuban authorities are required to inform the British Embassy. By law, we should be officially informed during the first 72 hours. However, this is usually done in writing and can take a week to ten days to reach us. We may be informed more quickly by friends or relatives present at the time of the incident, or sometimes directly by the Cuban authorities or British travel companies whose customer has been involved in the case.

### ***What my family will be told?***

For reasons of confidentiality we are not permitted to tell anyone, even your family that you have been detained or what the charges are without your permission.

### ***What will the Consulate do?***

We aim to contact you 24 hours after we learn of your arrest and visit you within 48 hours; after this we aim to visit you every quarter. During our routine visits you will have the opportunity to discuss any health issues, security concerns, your treatment in prison and any other general issues that you wish to raise with our consular staff. If there is any information that you would prefer not to disclose to a Next of Kin you should let us know during the visit.

If appropriate, we will consider approaching the local authorities if you are not treated in line with internationally-accepted standards.

International telecommunications in Cuba can be difficult, frustrating and expensive, and it is unlikely that you will be able to contact family or friends in the UK to notify them directly of your arrest/detention. From our experience, the Cuban authorities will often allow or arrange for a phone call to the Embassy shortly after your detention to inform us that a British National has been detained. Once we have made contact with you, we can then contact other family members and/or friends, subject to your wishes.

As soon as we have been notified of an arrest (whether by family, friends or officially) we will apply for permission to visit. Please note that it can take several days for us to obtain permission, although in some cases it can be agreed more quickly.

When we visit, we will try to obtain an explanation of the charges that you face and will suggest that you contact a local lawyer. There is no independent judiciary in Cuba and, as such, the choice of a local lawyer is limited to two law practices that handle cases involving foreign nationals. A lawyer will not, however, be able to act on your behalf until you have been officially charged with an offence.

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We can also explain to your next-of-kin how to transfer money to you through the Foreign & Commonwealth Office in London.

### ***Would I have a criminal record in the UK?***

You should be aware that if you have been convicted for certain serious offences, such as sexual assault or drugs trafficking, we are obliged to inform the UK police. It is therefore possible that information about this offence may appear if a Criminal Records Bureau check were carried out by a prospective employer.

## VISITS

### ***How do my family and friends arrange a visit?***

Visits by family and friends have to be pre-authorised by the Cuban authorities. It is advisable to contact the Consular section of the British Embassy well in advance of any proposed visit so that the necessary permissions can be obtained. Although the Consular section can offer advice, it cannot arrange visits by family or friends. These should be arranged in person in Calle 15 y K, Vedado, La Habana, by the family member concerned. You should be aware that it can take an average time of seven to ten working days to get the requisite clearances from the prison authorities. Visitors' passports should also be submitted. You can only receive visits from family members. Friends are exceptionally allowed.

### ***How many visits am I allowed?***

Some temporary prisons or detention/investigation centres only allow visits on certain days of the week. Please check with the prison social workers/officials when visits are allowed.

### ***Consular Visits***

We will seek permission to visit as soon as we learn of an individual's detention. A member of the Consular section will visit you within two working days of receiving authority to do so. We will offer to contact your family or next-of-kin to tell them about your situation and can give them advice on prison procedures and regulations. We can discuss with the prison authorities your morale and your general well-being and progress. We can also pass on any messages from you to family and friends. We will arrange to visit you approximately every three months. If there is information that you would prefer not to disclose to your Next of Kin you should let us know during the visit.

### ***What can a visitor bring?***

Visitors can bring clothes, toiletries, some medical supplies and any foodstuffs purchased in Cuba. However, Cuban customs regulations make it difficult to bring in many items, in particular meat, dairy and fruit products, from outside the country. If in doubt, please contact the Consular section of the British Embassy.

## **PRISON CONDITIONS/SERVICES**

### ***Arrival at the prison***

When someone is arrested they are taken to prison in the first instance. Any belongings that are not part of the investigation, process, or evidence will be sent to the prison, if the prison has enough space to keep them. It is unfortunately not unusual for some belongings to go missing right after arrest or during prison transfers.

The British Embassy in Havana cannot store your personal belongings on your behalf. The only property we can keep for you are your passport and driver's licence. However, these are usually retained at the courts until the end of your sentence. Please note that your passport might be kept by the courts as evidence of the alleged crime or as a condition for your bail/parole. This measure is taken by the courts to prevent you from skipping bail.

### ***General Prison Conditions***

Prisons are managed by the Ministry of the Interior. Male foreign nationals are detained in a separate prison to Cuban nationals at 'La Condesa' prison, in Guines Province, about an hour's drive from Havana. Female prisoners are held at 'Occidente' prison in Havana but are housed separately to Cuban nationals.

Cuban prisons are generally austere; neither their design nor construction lends them to be centres of rehabilitation excellence. Decades of underfunding, lack of resources and neglect have contributed to the state that now exists. Prisoners appear to be allowed to wear their own clothes but much is left to the discretion of the prison staff.

The authorities do allow visits between male and female prison . Spouses visiting can have access to conjugal visits.

***How can I receive money?***

There are two ways in which you can receive financial assistance while in prison.

**Private Funds**: Deposited to you by your family or friends. See [ANNEX A](#) for instructions on how to send funds.

**Prisoners Abroad**: If your family can't support you financially Prisoners Abroad may be able to send you a small grant every quarter for essentials.

Please note that the British Embassy/Consulate does not provide financial support to British Nationals in prison abroad.

Money can be deposited with the prison authorities on your behalf to enable you to purchase additional food stuffs and any personal items from the prison shop or external local suppliers. See Annex A for details. However, there is a very limited selection available. Consular officials will deposit with the prison authorities money received from family or friends transferred via the Foreign and Commonwealth Office's Consular Directorate in London or from welfare organisations such as Prisoners Abroad. If your family cannot support you financially Prisoners Abroad may be able to send you a small grant every quarter for essentials.

***Can I work or study in prison?***

It is difficult for the prison to supply work for all prisoners because there are not enough jobs to go round.

That said, 'La Condesa' offers educational programmes for prisoners but their efforts suffer from lack of resources.

If you work you will earn a small salary. Study opportunities may also be found but you will need to check with the prison authorities on the ones available at the time.

***Can I receive medical and dental treatment?***

If you need medical or dental treatment you should make an appointment to see the prison doctor or dentist. Let the closest prison official know about the problem you may be facing as soon as possible.

All medical attention to detainees is provided by the Cuban Ministry of Public Health. Medical checks will be carried out by the prison health department in order to assess if you need any treatment for ongoing medical conditions (e.g. blood pressure, diabetes, HIV). Medical assistance is available free of charge through Prison authorities.

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'La Condesa' offers a basic medical facility but again this suffers from lack of resources. Prisoners suffering from any serious medical complaint will be taken to an alternative facility.

### ***Food and Diet***

Prison food is poor; protein food such as chicken is often in short supply and good vegetables and fruit are almost non-existent. Prisoners can supplement their diets by buying additional food, subject to availability, either from the prison shop, local suppliers or more regularly through visits using funds sent by relatives or the Prisoners Abroad organisation. However, shopping that may be provided during consular visits is considered to be an additional favour by the prison authorities and can be withdrawn for disruptive behaviour.

### ***Mail/Parcels***

There is usually no limit to the number of letters you may send or receive. The prison authorities are obliged to deliver letters with the minimum of delay. Please be aware that the prison might read your letters before sending to the recipient. If you are told you are not allowed to receive letters in English, you should notify a Consular Officer and we will communicate with the Director of the prison.

All letters sent to the Embassy are opened before they are given to prisoners to check for prohibited items. Consular officers will not read the contents. Delays of up to 5 days are not unusual.

If you have a serious health issue for which you need our help or if you have serious concerns for your safety please raise any issues with us during consular visits instead of writing to us about it.

The Cuban postal service is unreliable and delivery of items sent through the post cannot be guaranteed.

### ***Telephone calls***

You can make phone calls (strict time is devoted for them, from 0900 Hrs until 1600 Hrs). They should be done via pre-paid telephone cards to be used in public telephones available at Prisons.

### ***Leisure and entertainment***

Prisons often have a library with a limited range of books available for inmates (few in English language); there is a small supply of English books which have been deposited at 'La Condesa' prison. In addition, consular officials will bring with them British newspapers when available.

Recreational activities are organised outdoors and in the prison patio by prison authorities. Dates/times often vary.

## *Drugs*

Drug trafficking between inmates is not an issue in Cuba but if you are caught with any kind of illegal drugs (marijuana, cocaine, etc) you will be punished accordingly.

Tobacco cigarettes are allowed inside Cuban prisons.

## *How can I make a complaint about mistreatment?*

There is no official complaint procedure in place for mistreatment cases in Cuba. If you wish to file a complaint please write to the Embassy as soon as possible or let us know during the consular visit so that we take your concerns forward.

## **THE CUBAN JUDICIAL SYSTEM**

### *Is the system the same as in the UK?*

In short, no. Although there are some similarities. For example, prisoners have the right to legal representative and interpreter. There is no jury in a trial and cases are determined by panels of judges much like an appeal court in the UK.

The British Embassy cannot interfere with the Cuban Judicial system. We cannot ask for your case to be judge quickly or ask the authorities to waive any penalties.

Below you will find more information about the Cuban Judicial System.

Cuba is a civil law state with an inquisitorial judicial system ('inquisitorial' means gathering and evaluating evidence, as well as questioning individuals). Central to this system is the notion that no criminal case exists until an initial investigation ('*fase preparatoria*') shows that a crime has been committed, and that a particular person is the probable offender. Before a formal criminal case is established, so the argument follows, citizens have little need for 'procedural protection'. This explains why the police have such wide powers to stop and question people, and to search premises.

The legal process is divided into the following stages;

1. The denuncia, is the reporting of the crime followed by the police investigation.
2. The preparatory phase ('*fase preparatoria*'). Once a suspect has been identified, the investigation process begins in order to establish the facts and to gather evidence. This phase is controlled by the Public Prosecution Service (PPS) but the enquiries may be carried out by the police inspector, the Department for State Security, or directly by the public prosecutor. This process should not exceed 60 days but may be extended to a period of six months at the request of the inspector-in-chief. After six months, the case must be handed to the prosecutor, irrespective of progress, who may rule on a further period for completion of the preparatory phase. There may be no fixed limit for this extension and

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there is no right of appeal. The preparatory phase can take between 12 and 14 months to complete in serious cases.

3. The intermediate phase begins when the prosecutor confirms that the investigation has been completed or identifies further enquiries to be carried out, either by his office or by the police inspector. The prosecutor completes the legal request to the competent court, asking for the oral hearing to begin. At this stage, the prosecutor can request a temporary adjournment if there is not enough evidence that a crime has been committed. Additionally, the prosecutor may request a temporary adjournment if the facts of the crime have been established but there is not enough evidence to accuse anyone of committing the crime. In either case, precautionary measures (remand) are lifted.
4. The oral hearing or trial stage. This must involve impartial judges who have not been involved in any other stage of the proceedings. Lawyers for both prosecution and defence should also be present. The evidence on both sides is examined and judgment and sentence is passed.
5. The appeal stage. Appeals may be lodged on procedural grounds or points of law.

### ***What should happen when I am arrested?***

You will be taken to an Investigation Facility/Detention Centre. It may be possible that you will spend one night at a police station.

At the moment of your arrest you should be made aware of your rights; one of them is to have a phone call. You should inform the authorities if you wish the British Embassy to be informed of your arrest.

The officer that arrested you might want to take a statement from you. This has to be done with a translator or someone who can speak English.

You will be accused by the prosecutor's office (Ministerio Publico) and if you can't afford a private lawyer the Cuban Government will appoint a public defender for you.

The Embassy should be officially informed on your arrest.

### **Arrest and detention (General Considerations)**

There are few restrictions on police powers to stop and/or question people. However, the Cuban Constitution states that no-one may be detained except as established by law. Once suspects have been identified the police are authorised to make arrests. According to Cuban law, pre-trial imprisonment is supposed to be limited to individuals who cause public fear through crimes of murder, rape or robbery, or who pose a significant risk to the public. From our experience, foreign nationals are not always been detained in custody, except in serious cases such as drug trafficking. However, they may be refused permission to leave Cuba pending the outcome of investigations. Release on bail may also be considered at this stage by the police inspector in charge of the case (for instance, in the event of a road traffic accident).

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If detained, a suspect can only be held for up to 24 hours after which they must either be released or brought before a police inspector to be remanded. Being held on remand can involve either house arrest or remand on bail. Only the equivalent of a public prosecutor can order a suspect to be remanded in custody and for no more than three working days (72 hours). During this time a decision must be made about whether to release the suspect; impose precautionary measures or non-custodial remand; or request the prosecutor to remand the suspect in custody. The prosecutor's office then has three working days to either release the accused or submit to judicial review an application to keep the accused in custody until trial. This review must be made by the court that will hear and judge the case. The court is required within three further working days to either approve detention or order release. The court's decision is final. By law, a document (known in Cuba as an "AUTO") should be issued within seven days of detention which states the charges, file number, and other case-specific information

### ***For how long can I be remanded in custody?***

It is likely that you will remain in custody until your trial. There is no set time for this. Hearings usually take place 6 to 12 months from the date of arrest although in some cases it takes longer depending on the nature of the offence as well as the time needed by local authorities to finalise the different steps of the investigation process. Time extensions are granted often.

### ***What happens when I am charged?***

The court will inform you via your lawyer/public defender and the prison authorities of your requested sentence and details on your case.

The Embassy should also be officially informed on the charges involved in your case by the local authorities.

### ***What provision is there for bail?***

Serious offences like drug trafficking do not have provision for bail. Minor offences may involve bail provisions. Your lawyer/public defender will be best placed to advice on this matter.

### ***What kind of legal assistance is available?***

British Embassy Consular staff cannot give legal advice but we can offer general guidance on the Cuban legal system. We can also provide a list of English-speaking lawyers.

This list is provided by the British Embassy in Havana but neither Her Majesty's Government nor any official from the British Embassy take any responsibility for the competence or probity of any firm or advocate on the list or for the consequence of any legal action initiated or advice given.

A lawyer can be engaged through a "Contract for Legal Services". Payment is regulated with costs increasing for more complicated cases. If an accused cannot afford a lawyer, the courts

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will appoint one from a local legal collective often from one of the firms listed previously. Lawyers, both private or public defenders, can only intercede on behalf of their clients on completion of the preparatory phase and once the oral hearing has commenced (or when a precautionary measure has been taken). Both have the same rights in regards to access to the prisoner and case related documents, as soon as they are made available for them, visits for interviews, etc. See [Annex B](#)

### ***What happens at the trial?***

On your trial date you will be taken to the court room where your case will be heard. If you do not speak Spanish the court will be responsible for hiring an interpreter to assist you during the trial.

There is no jury in a trial and cases are determined by panels of judges much like an appeal court in the UK. Municipal courts, trying lesser crimes, usually have one professional judge and two lay judges (magistrates). Provincial courts are the same, except for certain cases that require by law the presence of three judges. In these cases, the court is made up of three judges and two magistrates. The Supreme Court has three professional judges.

The prosecutor requests the opening of the oral hearing and presents its file on the case (*'conclusiones provisionales'*). The court inspects the file and may return it if it finds that procedural formalities have not been observed in the preparatory phase. This could mean the rights of the suspect have been breached, or correct methods in gathering evidence have not been followed.

Proceedings begin with the court secretary giving an account of the events that gave rise to the case/charges, and reporting whether the accused is subject to any precautionary measures (remand). The secretary then reads out the list of expert witnesses and other witnesses who have been called. The evidence is then presented in the following order:

1. Statement of the accused;
2. Documentary evidence;
3. Witness examination; and
4. Reports from expert witnesses.

The prosecution speaks first at each stage, followed by the defence.

Once the evidence has been presented, the prosecution and the defence have the opportunity to revise their provisional conclusions. The account of events may only be revised if the revisions do not significantly alter the original charges. Any such revisions must be made in writing.

After presentation of the evidence, the presiding judge gives the floor to the prosecution and then to the defence. The accused person has the right to the last word. At the end of the trial, the judge will ask if they have anything further to add in their defence. If they do, they are then given the opportunity to address the court. A written report is made of each sitting of the court. This summarises everything of importance, as well as any formal objections by either side regarding witnesses who did not turn up and whose evidence is considered to be necessary to their case.

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The role of the court is to hear and assess the evidence from the prosecution and the defence, and the statement of the accused at the oral hearing. There are no procedures for settling a case outside of the proceedings such as plea bargaining. All cases go to trial. There has been an effort in recent years to reduce the time that trials take to be heard and judged. For example, with serious crimes, the preparatory phase, plus trial and verdict, now takes an average of six months, while for lesser crimes the average is 30 days for first instance cases. However, sentencing can add additional time, as it is decided by a panel of judges. Due to the volume of cases, they may not convene until months after the case was first heard in court.

Although organs of the state, courts in theory operate independently. At the head of the judicial process is the Supreme Court, followed by provincial courts (which prosecute felonies), municipal courts (for misdemeanours) and military courts

### **Judges**

The judiciary comprises professional judges (i.e. trained jurists with law degrees, appointed as appropriate for the type of court) and lay judges. Members of the public (Cuban nationals only) are chosen to serve as magistrates. The constitution decrees that judges are responsible for imparting justice and therefore owe obedience only to the law.

The state has the power to appoint judges to the People's Supreme Court, while at the level of provincial and municipal courts, they are chosen by the respective Provincial Assembly. The activity of the courts is monitored internally, with courts higher up the hierarchy monitoring those below it. At each level, there are specific responsibilities assigned to judges to ensure the internal monitoring of the system.

### ***Sentences***

The panel of judges will consider the case to determine the verdict and deliver sentence. The sentence must reflect the charge and must not be heavier than that requested by the prosecution. Sentences vary greatly in Cuba and will depend on the seriousness of the offence and whether it can be considered a crime against State Security. Your lawyer/public defender will be best placed to advise on length of sentences.

### ***How can appeals be made?***

Appeals may be made against municipal court and provincial court sentences. Your lawyer is best placed to advise whether or not you have grounds for appeal under the law and on the appeals process. Appeals can be made on procedural grounds (*'Infracción de Ley'*) or on points of law (*'Quebrantamiento de Forma'*).

### ***What provision is there for reduction of sentence (remission)?***

### **Revision of sentencing**

A sentence may be revised if the municipal courts deliver custodial sentences, heavy fines or other sentences that are either extremely severe or too lenient with regard to the crime. Re-

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sentencing can also be applied when the defendant has been wrongly acquitted. The revision request may not be accepted as it is not mandatory to do so. During this process, the sentence continues to be served.

### **Enforcing the sentence**

Any consideration of substituting a custodial sentence for one of conditional release is the responsibility of the court that passed the sentence, as is the enforcement of the sentence.

Cuba (technically) works on a ten-month year, i.e. two months are taken off for each year of good behaviour. However, the final decision still rests with the Prison Commander who can choose to delay release dates.

### ***What provision is there for early release e.g parole?***

In principle, a system exists whereby a prisoner can be released after having served 50% of their sentence. However, this is at the mercy of the Prison Commander and is less likely to apply to foreign nationals. The courts sometimes give suspended sentences and allow foreigners to leave the country.

### ***What provision is there for clemency or pardon?***

In Cuba, pardon/clemency can only be given by the President or his Delegates.

### ***What about financial penalties?***

If fines are part of a foreigner's sentence, they have to be paid in CUCs (Cuban convertible currency). Usually funds are confiscated on arrest and used to help pay off any fines.

### ***Is transfer to another prison in Cuba possible?***

If you have been tried and convicted you will be sent to a prison where you can expect to serve your sentence. Transfers are not common in Cuba due to the very limited number of prisons for foreigners.

### ***Is transfer to the UK a possibility?***

A bilateral UK/Cuba Prisoner Transfer Agreement (PTA) has now been signed and ratified. Prisoners have been transferred to the UK to serve out their sentences under the terms of this agreement. Consular officials can provide more information on the provisions of the PTA but, essentially, a transfer requires the following;

1. Your request/consent to transfer or that of your legal representative;
2. Agreement of the Cuban Government to the transfer; and

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3. Acceptance of the authorities in the United Kingdom to your transfer.

You may be eligible for transfer if you meet the following conditions:

1. You are considered a national of the United Kingdom (for this purpose a UK national is a British citizen with the right of abode in the UK, or any person whose transfer the UK Government considers appropriate, having regard to any close ties which the person has with the UK);
2. Judgement which resulted in your sentence is final;
3. As a general rule, there are at least six months of your sentence to be served when your transfer request is received. In exceptional circumstances this period may be less; and
4. If the offence which you were tried is a criminal offence under the law of the relevant part\* of the UK. (\*England and Wales; Scotland; Northern Ireland).

The sentence you would serve in the UK is the amount of your original sentence which remains after deducting any remission earned in Cuba.

### ***What are the procedures for release and deportation?***

On completion of sentence, deportation is almost certain and an airline ticket is essential. The prison authorities will hand you over to the Immigration Authorities who will hold you in their detention facility until travel to the UK has been arranged. The Consular Section of the Embassy can liaise with a prisoner's family or friends to transfer funds through the Foreign and Commonwealth Office to purchase a ticket.

## **PRISONERS ABROAD**

Since 1978 the charity Prisoners Abroad has offered practical support and advice to British citizens imprisoned overseas. It is the only UK charity providing this service and it is available to all, whether guilty or innocent, convicted or on remand. Prisoners Abroad is concerned with your health and welfare, both during your imprisonment and also on your return to the UK, through their resettlement service (if you have registered whilst in prison). They can also provide support and advice to your family during your imprisonment. In order to access any services, prisoners must first register with Prisoners Abroad by signing and returning their authorisation form.

Once you seek help from Prisoners Abroad, the Prisoner & Family Support Service will be your point of contact for advice and information. The type of assistance they can offer will vary from country to country, but generally they can provide you with information, in English, on:

- your rights as a prisoner and issues that may affect you such as health or transfer to the UK
- obtaining magazines, newspapers, books and the regular Prisoners Abroad newsletter

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- writing to a pen pal
- learning the language of your country of imprisonment
- translation of documents
- grants for food if you are in a developing country and don't have funds from other sources
- grants for essential medicines and toiletries if you don't have funds from other sources
- preparing for release
- help for your loved ones, including information, family support groups and assistance with the cost of visiting

Prisoners Abroad  
89 – 93 Fonthill Road  
London N4 3JH  
UK

**Telephone:** 00 44 (0)20 7561 6820 or, for your relatives in the UK, Freephone 0808 172 0098  
(Mondays to Fridays 9.30 am to 4.30 pm, UK time)

**Email:** [info@prisonersabroad.org.uk](mailto:info@prisonersabroad.org.uk)

**Website:** [www.prisonersabroad.org.uk](http://www.prisonersabroad.org.uk)

## TRANSLATION OF USEFUL TERMS

Adjudication	Adjudicacion
Access to file by lawyer	Acceso a expediente por el abogado
Administration of justice	Administracion de Justicia
Appeal	Apelacion
Application	Solicitud
Prison Officer	Oficial de Prision
Complaint system	Sistema para procesar Quejas
Conjugal visit	Visita intima
Penal Code	Codigo Penal
Civil Code	Codigo Civil
Hearing	Audiencia/Juicio Oral
Extradition	Extradicion
Deportation	Deportacion
Expert Witness	Perito
Evidence	Evidencia
Evaluation of Evidence	Evaluacion de Evidencia
File	Caso
Interpreter	Interprete
Translator	Traductor
Guilty	Culpable

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Judge	Juez
Ministry of Justice	Ministerio de Justicia
Ministry of Public Health	Ministerio de Salud Publica
Local prison rules	Reglas de prisión
Preventive detention	Prisión preventiva
Physical examination	Examen Físico
Notary	Notario
Preparatory Phase	Fase Preparatoria
Intermediate Phase	Fase Intermedia
Contract of Legal Service	Contrato de Servicios Legales
Supreme Court	Corte Suprema
Appeal on procedural grounds	Apelación en base a Infracción de Ley
Appeal on points of law	Apelación en base a Quebrantamiento de Forma
Municipality	Municipio
Police Report	Reporte Policial/Denuncia
Expert Witness	Perito
Extradition	Extradición
Deportation Order	Orden de Deportacion

## ANNEX A

### OPTIONS TO TRANSFER FUNDS TO BRITISH NATIONALS OVERSEAS VIA THE FOREIGN AND COMMONWEALTH OFFICE

Please note that we can only advance funds to the person overseas once your payment has cleared in our account.

#### 1. Electronic transfers

Payment by electronic transfer can be made either using online or telephone banking, or at your local bank or building society. A BACS transfer usually takes 3-5 working days to clear in our account and some banks do not charge for this service. A CHAPS transfer is usually received in our account within 12-24 hours. You will normally need to visit your bank to arrange this and they normally charge for this service. Please contact your bank or building society for further information.

For all bank transfers, you will need to include the following details:

Bank:	National Westminster Bank
Account Name:	FCO Multi Vote
Sort Code:	60-70-80
Account Number:	10012362
Reference:	COMPASS/CASEBOOK reference number (which can be found at the top of this letter)
IBAN	GB56NWBK60708010012362
SWIFT/BIC	NWBKGB2L

You may also need our bank address which is: London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London, EC2M 4RB.

#### 2. By Post

Payments by **Postal Order, Bankers Draft, Building Society Cheque or personal cheque** should be crossed and made payable to "The Foreign and Commonwealth Office". They should be sent to:

Accounts Receivable  
Foreign and Commonwealth Office  
Corporate Service Centre  
PO Box 6108  
Milton Keynes  
MK10 1PX

We recommend that you use Recorded or Special Delivery.

Please ensure that you include a note briefly explaining who the money is for, why you are sending these funds and quoting the COMPASS/CASEBOOK reference number. You may wish to use the payment slip on the next page.

If you would like a receipt, please include a stamped addressed envelope.

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Please note that it can take approximately 15 days for personal cheques to clear and for payment to be received. Please write the cheque guarantee number and expiry date, and the COMPASS reference number, on the back of the cheque.

We are unable to receive payment by credit or debit card, or by cash.

To: Foreign and Commonwealth Office

COMPASS reference number:

Date:

Please find enclosed funds for:

Full Name:

Country/place the above is in:

Amount enclosed:

Fee to be deducted:

Payment method:

My name is:

My address is:

**ANNEX B: LIST OF LAWYERS**

## List of Lawyers in Cuba

Prepared by British Embassy in Havana  
[www.gov.uk](http://www.gov.uk)

### **Bufete de Servicios Legales Especializados**

Address: Calle 23 esquina a J, Vedado, La Habana  
Tel: (537) 832-6024 / 832-6813 / 830-8844  
Tele/Fax: (537) 833 2159  
E mail: [besnet@ceniai.inf.cu](mailto:besnet@ceniai.inf.cu)  
Web: <http://www.onbc.cu/bes.htm>

Specialised in: Legal Assistance, Marriages and Divorce procedures, etc  
State run firm  
English speaking staff: Yes  
Work with partner offices based overseas. Branch offices based in some provinces in Cuba.  
They have experience in assisting British Nationals

### **Bufete Internacional**

Address: 5ta Ave No. 4002 esquina a 40, Miramar, Playa, La Habana  
Tel: (537) 204 5126/27  
(537) 204 5736 /37  
Fax: (537) 204 5125  
E mail: [bufete@bufeteinternacional.cu](mailto:bufete@bufeteinternacional.cu)  
Web: [www.bufeteinternacional.cu](http://www.bufeteinternacional.cu)

Specialised in: Legal and Notarial services  
State run firm  
English speaking staff: Yes  
Work with partner offices based overseas. Branch offices based in some provinces in Cuba.  
They have experience in assisting British Nationals

**Consultoría Jurídica Internacional - Legal Assistance**

Address: Calle 16 No 314, e/ 3ra y 5ta, Miramar, Playa, La Habana

Tel: (537) 206 9602

E mail: [carmenmaria@cji.cu](mailto:carmenmaria@cji.cu)

Web: <http://www.cji.co.cu>

Specialised in: Legal Assistance

State run firm

English speaking staff: Yes

Work with partner offices based overseas. Branch offices based in some provinces in Cuba

They have experience in assisting British Nationals

**Consultoría Jurídica Internacional – Departamento de Notaria, Sucursal Habana**

Address: Calle 5ta A No. 405 entre 4 y 6, Miramar, Playa, La Habana, Cuba

Switchboard: (537) 206 9270/72

Tel: (537) 206 3244

E mail: [alena@cji.cu](mailto:alena@cji.cu)

Specialised in: Marriage, Divorce procedures, Notarial Services

State run firm

English speaking staff: Yes

Work with partner offices based overseas. Branch offices based in some provinces in Cuba

They have experience in assisting British Nationals

**Consultoria Juridica Internacional - Sucursal Habana**

Address: Calle 22 No 108, e/1ra y 3ra, Miramar, Playa, La Habana, Cuba

Switchboard: (537) 204 5707 / 17

Tel: (537) 204 5697

Email: [corona@.cji.cu](mailto:corona@.cji.cu)

Specialised in: Immigration arrangements, translations, certificates, etc

State run firm

English speaking staff: Yes

**UNCLASSIFIED**

They have experience in assisting British Nationals

This list is provided by the British Embassy in Havana for the convenience of inquirer, but neither HMG nor any official of the British Embassy take any responsibility for the competence or probity of any firm/advocate on the list or for the consequence of any legal action initiated or advice given.

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**Disclaimer**

This booklet was compiled by the Consular Section, Havana. It is revised on a regular basis.

If any of the information contained in this booklet is incorrect, please draw inaccuracies to our attention so that we can make amendments.

The British Embassy in Cuba is not accountable for the information provided in this booklet. Local proceedings are subject to change at any time.

Thank you.

**Date of last update: 18 February 2016**