

CHECK LIST FOR LATE ENTRY OF NAME

Print from: www.rgd.gov.jm

- ☐ Birth Certificate of Child (Child is the person whose record is being amended)
- ☐ Marriage Certificate (if applicable)
- ☐ Death Certificate of Mother (if deceased)
- ☐ Children's Birth Certificates (where applicable)
- ☐ Immunization Card
- ☐ Christening Certificate
- ☐ Valid ID (Passport, Driver's License/Voters ID)
- ☐ T.R.N. and N.I.S.
- ☐ First Primary school record

 Faxed copies of documents are not accepted

IMPORTANT POINTS TO REMEMBER

- ❖ All signatures should be **the same** as what is on the ID
- ❖ **IDs for all the Declarant's** must be provided for processing an application
- ❖ All errors **must** be crossed out and initialed by the same signing Notary Public/J.P.
- ❖ Declarants should be a family member who is at least 10 years older (parents, grandparents, aunt, uncle, sister/brother)
- ❖ The dates signed by the Notary Public/J.P. **must** be the same as the date signed by the Declarants
- ❖ All information should be clearly written
- ❖ Interview sessions for the signing Declarant are Mondays to Fridays, 8:30a.m – 2:00p.m.
- ❖ All photocopied IDs and supporting documents must be certified by the Notary Public or J.P.
- ❖ 3rd Party applicants must present a letter of authorization. This letter must state the name, address and phone number of the owner of the account (i.e. the child, parent, husband or wife). This letter must also show approval for the 3rd party to conduct the transaction for the customer and it must be certified by a Notary Public/J.P.

NB: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

\$4,500	: within 6 weeks (<i>DECLARANT TO DO INTERVIEW FIRST</i>)
\$6,500	: 7 to 10 working days (<i>DECLARANT TO DO INTERVIEW FIRST</i>)
\$8,500	: 3 to 4 working days (<i>PAYMENT AUTHORIZED BY MANAGER</i>)

✓ **Processing of an application begins after a successful interview**

- Fees stated above are for one (1) copy of certificate. Additional copies cost \$500 each.

CHECK LIST FOR CORRECTION OF ERROR

Print from: www.rgd.gov.jm

- ☐ Birth Certificate of Child (Child is the person whose record is being amended)
- ☐ Birth certificate for parents
- ☐ Marriage Certificate
- ☐ Death Certificate of Mother (if deceased)
- ☐ Children's Birth Certificates (where applicable)
- ☐ Immunization Card
- ☐ Christening Certificate
- ☐ Valid ID (Passport, Driver's License/Voters ID)
- ☐ T.R.N. and N.I.S.
- ☐ First Primary school record

✚ Faxed copies of documents are not accepted

IMPORTANT POINTS TO REMEMBER

- ❖ All signatures should be **the same** as what is on the ID
- ❖ **IDs for all the Declarant's** must be provided for processing an application
- ❖ All errors **must** be crossed out and initialed by the same signing Notary Public/J.P.
- ❖ Declarants should be a family member who is at least 10 years older (parents, grandparents, aunt, uncle, sister/brother)
- ❖ The dates signed by the Notary Public/J.P. **must** be the same as the date signed by the Declarants
- ❖ All information should be clearly written
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- ❖ All photocopied IDs and supporting documents must be certified by the Notary Public or J.P.
- ❖ 3rd Party applicants must present a letter of authorization. This letter must state the name, address and phone number of the owner of the account (i.e. the child, parent, husband or wife). This letter must also show approval for the 3rd party to conduct the transaction for the customer and it must be certified by a Notary Public/J.P.

✚ **All corrections will be stated at the bottom of the newly printed certificates as the original recording cannot be removed**

NB: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

\$4,500	: within 8 weeks (<i>DECLARANT TO DO INTERVIEW FIRST</i>)
\$6,500	: 7 to 10 working days (<i>DECLARANT TO DO INTERVIEW FIRST</i>)
\$8,500	: 3 to 4 working days (<i>PAYMENT AUTHORIZED BY MANAGER</i>)

✓ **Processing of an application begins after a successful interview**

CHECK LIST FOR ADDITION OF FATHER'S PARTICULARS

Print from: www.rgd.gov.jm

- ☐ Birth Certificate or certificate of registration of Child
- ☐ Valid I.D for both parents (Passport, Driver's License/voters I.D.)
-  Faxed copies of documents are not accepted

IMPORTANT POINTS TO REMEMBER

- ❖ IDs for both parents are needed
- ❖ All signatures should be **the same** as what is on the ID
- ❖ All errors **must** be crossed out and initialed by the same signing Notary Public/J.P.
- ❖ The dates signed by the Notary Public/J.P. **must** be the same as the date signed by the Declarants
- ❖ All information should be clearly written
- ❖ All photocopied IDs and supporting documents must be certified by the Notary Public or J.P
- ❖ 3rd Party applicants must present a letter of authorization. This letter must state the name, address and phone number of the owner of the account (i.e. the child, parent, husband or wife). This letter must also show approval for the 3rd party to conduct the transaction for the customer and it must be certified by a Notary Public/J.P.

NB: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

\$1,500 : within 6 weeks
\$3,500 : 7 to 10 working days
\$5,500 : 3 to 4 working days

- Fees stated above are for one (1) copy of certificate. Additional copies cost \$500 each.