



CHECKLIST RE-REGISTRATION (RE-REG)

Stage 1:

Documents required for submission:

1. Completed application form
2. Completed statutory declaration forms (mother and father)
3. Original or certified photocopy of parents' marriage certificate
4. Original or certified photocopy of both parents birth certificates
5. **All** original birth certificates of child;
6. Valid picture identification for the applicant, mother and father
7. Deed poll (if applicable) for child or parents

NB: Correction of Error may be advised if error is seen on either the parents' marriage or birth certificate of the individual being re-registered.

Stage 2:

Customer pays at Cashier if application is satisfactory.

Stage 3:

RGD will issue an authority for child's birth to be re-registered at the Local District Registrar/Registration Centre.

Stage 4:

Customer receives the new birth certificate based on turn-around-time of re-registration application

Who can submit a Re-Registration application?

- An individual (the child) whose record will be re-registered. This individual must be at least 18 years old;
- Mother or father of the child;
- In the absence of the mother and/or father, the legal guardian of the child;
- A person presenting a power of attorney which evidence his/her authority to act on behalf of the child or parent;
- A person presenting a written permission signed in the presence of a Justice of the Peace or a Notary Public, granted by the child, parent or legal guardian.
- A person by an order of the Court;

IMPORTANT POINTS TO REMEMBER

- All signatures should be the same as on the ID
- **ID for the Declarant and Applicant** must be provided for processing an application.
- All errors must be crossed out and initialed by the same signing JP/Notary Public
- All information should be clearly written.
- All photocopied IDs and supporting documents, except those issued by the Registrar General's Department must be certified by the J.P./Notary Public.
- If a declarant with an overseas address signs before a J.P in Jamaica, the words: "Whilst on visit/trip to Jamaica" must be inserted beside the signature of the declarant.

PRICES (SERVICE PERIOD):

- **\$1,500 (4-6 weeks)**
 - **\$3,500 (7-10 working days)**
- ✓ Fees stated above are for one (1) copy of certificate. Additional copies cost \$500 each at the time of application