

CHECKLIST

CREDIBLE WITNESS / CHALLENGING CASES FOR LEN NAME

Step 1:

- At least one (1) detailed statutory declaration (**See Instructions Attached**)
- A Deoxyribonucleic Acid (DNA) Test (if applicable)
- Submit Detailed Statutory Declaration for review.

Step 2:

Once the declarations are reviewed and deemed satisfactory, then the declarations must be:

- Stamped at either of the Stamp Duty & Transfer Tax Section of Tax Administration Jamaica (TAJ) offices below:
 - 111 Harbour Street, Kingston
 - May Pen Revenue Centre: 7 Windsor Avenue, Clarendon
 - Montego Bay Revenue Centre: 18b Howard Cooke, Boulevard, St. James
- Recorded at the Island Record Office (RGD) for the prescribed fees.

Step 3:

Submit the recorded detailed declaration together with the late entry of name application for the prescribed fees.

**INSTRUCTION SHEET FOR DETAILED STATUTORY DECLARATION
(S/D) –
LATE ENTRY OF NAME – CHALLENGING CASE**

• **Who can attest to the error?**

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• **What is the content of the S/D?**

- name, age, address, TRN # and contact information of the declarant
- date of birth and place of birth of the child
- marital status of the mother
- the relationship between declarant and child must be established
- possible variations in child's name (if applicable)
- deed poll used to assume name (if applicable)
- child/mother using various names is one and the same person
- reasons accounting for the variations
- name, date of birth, place of birth and birth entry number(s) of other children born to mother.
- name, date of birth, place of birth and birth entry number(s) of children born to child.

• **What are the main supporting documents?**

(All supporting documents referenced in the statutory declaration must be attached and numbered)

1. DNA result, where applicable
2. Exhibits from the LAB indicating the identity of parties who did DNA test.
3. Hospital Notification of Birth if child was born in a birthing institution
4. Immunization Card
5. School Record:
 - i. First basic or primary school attended;
 - ii. Letter from Ministry of Education advising of the child's attendance at school;
 - iii. If (a) and (b) are not available then Secondary School Record with letter as support from Ministry of Education stating the reason/s for the school's inability to locate the record.
6. Valid picture identification:

- i. Passport
 - ii. National ID
 - iii. Driver's Licence

- **Should a Justice of the Peace (JP) or Notary Public be asked to certify any document? Yes**
 - Each declarant must sign the detailed declaration in the presence of a JP or Notary Public
 - All supporting copied documents must be certified by a JP or a Notary Public (except those originating from the RGD)

- **Who should prepare the detailed statutory declaration?**
 - The declarations should ideally be prepared by an Attorney-at-Law.

- **What should be the opening of each declaration?**
 - Each declaration must have as one of its opening paragraphs: **"I....., do solemnly and sincerely declare that....."**

- **What should be the closing of each declaration?**
 - Each declaration must also state as one of its closing paragraphs: **"I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Voluntary Declarations Act"**.

- **Can a declarant with an overseas address sign a statutory declaration?**
 - Yes. But this must be done before a Justice of the Peace. The words: **"whilst on a visit/trip to Jamaica"** must also be inserted beside the signature of the declarant.