

## **CHECKLIST**

### **CORRECTION OF ERROR-(C/E) BIRTH**

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

- Valid picture identification for **ALL** applicant and declarants:
  - i. Passport
  - ii. National ID
  - iii. Driver's License
  - iv. Passport size photograph certified by a Justice of the Peace/Notary Public

#### **Documentary evidence (see attached list)**

#### **Who can be a declarant?**

- An individual (the child) whose record will be amended. This individual must be at least 18 years old;
- Mother or father/ legal guardian of the child whose record will be amended;
- Credible Witnesses (Preferable Relatives)

#### **Who can submit a Correction of Error application for a birth certificate?**

- An individual (the child) whose record will be amended. This individual must be at least 18 years old;
- Mother or father of the child whose record will be amended;
- 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.

#### **Important Points to Remember**

- Signatures should be the same as that on ID
- IDs for all the Declarants 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, the words: "Whilst on visit/trip to Jamaica" must be inserted beside the signature of the declarant.

**\*\*\*All corrections will be stated at the bottom of the newly printed certificates\*\*\***

#### **PRICES (SERVICE PERIOD):**

- **\$4,500 (4-6 weeks)**
  - **\$6,500 (7-10 working days)**
- ✓ Fees stated above are for one (1) copy of certificate. Additional copies cost \$500 each at the time of application
  - ✓ **DECLARANT TO DO INTERVIEW FIRST: processing of an application begins after a successful interview.**

## CHECKLIST CORRECTION OF ERROR-(C/E) BIRTH

For a correction to be made to a **Birth Certificate** the following documents showing the correct information must be submitted:

**NB: Two (2) Recorded Detailed Statutory Declarations may be required upon review for challenging cases.**

| TYPE OF ERROR  | SUPPORTING DOCUMENTS   |
|--|--|
| There is a spelling error with the child's name  | <input type="checkbox"/> a. School record for the child<br><input type="checkbox"/> b. Evidence of use of the name<br><input type="checkbox"/> c. Immunization card for the child<br><input type="checkbox"/> d. Copy of child's marriage certificate, if applicable<br><input type="checkbox"/> e. Copy of children's birth certificates, if applicable   |
| Error in spelling of child's surname   | <input type="checkbox"/> Father's birth certificate<br><input type="checkbox"/> School record for child<br><input type="checkbox"/> Baptismal Certificate  |
| The date of birth or gender for a child  | <input type="checkbox"/> a. School record for the child<br><input type="checkbox"/> b. Hospital/Midwife notification of birth <b>OR</b><br><input type="checkbox"/> c. At least two detailed statutory declarations<br><input type="checkbox"/> d. List of children born to mother<br><br><b>NB:</b> There is no guarantee that the age/gender will be corrected as each case depends on its own facts   |
| Information entered on lines 9-12 concerning the father                                  | <input type="checkbox"/> a. Father's birth certificate or<br><input type="checkbox"/> b. Court order (this is dependent on the circumstances of each case)   |
| Information entered on lines 13-17 concerning the mother                                 | <input type="checkbox"/> Mother's birth certificate<br><input type="checkbox"/> Proof of Address, if applicable<br><input type="checkbox"/> Children's birth certificates, if applicable<br>List of children born to mother<br><input type="checkbox"/> Letter of employment, if applicable<br><br><b>NB:</b> If mother uses a different name, various names or identity and either the mother or the child now wants to have the mother's name corrected, refer to challenge cases checklist. |
| Information entered on lines 19-21 concerning the informant                              | <input type="checkbox"/> Informant's birth certificate<br><input type="checkbox"/> Proof of qualification, if applicable<br><input type="checkbox"/> Proof of Address, if applicable   |
| Incorrect order of name - The order of the names is different than the order being used. | <input type="checkbox"/> a. School Record for the child<br><input type="checkbox"/> b. Evidence of use of the name<br><input type="checkbox"/> c. Immunization card for the child<br><input type="checkbox"/> d. Copy of the child's marriage, if applicable<br><input type="checkbox"/> e. Copy of the children's birth certificates, if applicable<br><br><b>NB:</b> IT MUST BE ESTABLISHED THAT AN ERROR OCCURRED BEFORE MAKING SUCH APPLICATION  |