



CHECKLIST ADDITION OF FATHER'S PARTICULARS (STATUS)

- **What are the required documents?**

1. Completed application form
2. Valid identification cards for both parents (**mandatory**): Any one of the following is considered to be a Valid Picture Identification:
 - i. Passport
 - ii. National ID
 - iii. Driver's License
 - iv. Passport size photograph certified by a Justice of the Peace/Notary Public/Notary Public
3. Copy of father's birth certificate
4. Payment for the application

Please see attached Status Scenarios for further guidance.

- **Who can sign the status application?**

- Mother and Father **ONLY**

- **Who can submit a status application?**

- An individual (the child) whose record will be amended. 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
- 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 what is 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
- The date signed by the J.P./Notary Public must be the same as the date signed by the declarant.
- 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.

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

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STATUS SCENARIOS

- **Father is deceased:**
 - Declaration of Paternity (Court Order) is needed
 - There is no need for the applicant to submit a status form.

- **Mother is deceased:**
 - The father is required to complete the relevant sections of the Status Application Form and attest to same before a Justice of the Peace or Notary Public.
 - The Death Certificate of the Mother must also be attached to the Application Form.

NB. If death occurred in Jamaica, customer can apply for a search of the death certificate or provide a copy of the burial order containing the death entry number or Certificate of the Coroner (FORM D) or Medical Certificate of Cause of Death (M.C.C.D).

- **Mother cannot be located:**
 - Advertisement should be published on two consecutive occasions at least one week apart.
 - Advertisement¹ should not be older than six (6) months
 - Father submits application with newspaper clipping evidencing the advertisement.
 - A detailed statutory declaration must be submitted which establishes that mother cannot be located. It must be stamped and then recorded at the Island Record Office.

- **Cases where there was a legal impediment to Re-Registration and request is being made to add father's particulars:**

Example of a legal impediment:

- either of the parents was under age 16 years or
- either of the parents was married at the time of the child's birth

Requirement:

- Both parents should complete the status form application and pay the prescribed fees.

¹Content of Advertisement: "Anyone knowing the whereabouts of <<name of mother>> is being asked to contact the Registrar General's Department at 1-876-619-1260 or 1-876-749-0550 or send an email to motherlocated@rgd.gov.jm"