CHECKLIST
CORRECTION OF ERROR-(C/E) BIRTH

What are the main supporting documents?

- Valid picture identification for **ALL** applicant and declarants. Either:
  i. Passport;
  ii. National ID;
  iii. Driver's License; or
  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 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 National Identification and Registration Authority 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.

*****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.**

Revised @ March 2026

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	☐ a. School record for the child ☐ b. Evidence of use of the name ☐ c. Immunization card for the child ☐ d. Copy of child's marriage certificate, if applicable ☐ e. Copy of children's birth certificates, if applicable
Error in spelling of child's surname	☐ Father's birth certificate ☐ School record for child ☐ Baptismal Certificate
The date of birth or gender for a child	☐ a. School record for the child ☐ b. Hospital/Midwife notification of birth **OR** ☐ c. At least two detailed statutory declarations ☐ d. List of children born to mother **NB:** 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	☐ a. Father's birth certificate or ☐ b. Court order (this is dependent on the circumstances of each case)
Information entered on lines 13-17 concerning the mother	☐ Mother's birth certificate ☐ Proof of Address, if applicable ☐ Children's birth certificates, if applicable List of children born to mother ☐ Letter of employment, if applicable **NB**: 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	☐ Informant's birth certificate ☐ Proof of qualification, if applicable ☐ Proof of Address, if applicable
Incorrect order of name - The order of the names is different than the order being used.	☐ a. School Record for the child ☐ b. Evidence of use of the name ☐ c. Immunization card for the child ☐ d. Copy of the child's marriage, if applicable ☐ e. Copy of the children's birth certificates, if applicable **NB:** IT MUST BE ESTABLISHED THAT AN ERROR OCCURRED BEFORE MAKING SUCH APPLICATION