

## CHECKLIST

### LATE ENTRY OF NAME (LEN)

*Used only for Birth Registered without a Name or Surname*

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

- Baptismal record or Certificate of Naming (if the child was not baptized or the baptismal record was lost or destroyed)
- Immunization Card
- School Record:
  - i. First basic or primary school attended;
  - ii. Letter from Ministry of Education advising of the child's attendance at school – if (i) is not available;
  - iii. If (i) and (ii) are not available then Secondary School Record with supporting letter from Ministry of Education stating the reason/s for the school's inability to locate the record.
- Valid picture identification for **ALL** applicant and declarant:
  - i. Passport
  - ii. National ID
  - iii. Driver's License
  - iv. Passport size photograph certified by a Justice of the Peace/Notary Public
- Marriage certificate of child(if applicable)
- Children's birth certificates
- Other documents:
  - a. Utility bills
  - b. Recorded Statutory Declaration(s)
  - c. Land Titles

***NB: The Statutory Declaration (included in this application) may be required to be recorded along with supporting documents for challenging cases.***

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

- Mother or father/ legal guardian of the child whose record will be amended;
- Credible Witnesses (Preferable Relatives)

#### **Who can submit a Late Entry of Name 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 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.
- A person by an order of the Court;
- Credible Witness

#### **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):**

- **\$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.**