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 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 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.

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**

Revised @ March 2026

CHECKLIST
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(STATUS)

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 in the newspaper on two consecutive occasions at least one week apart.
  - Advertisement[1] 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 the 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 a request is being made to add father's particulars:**

  Examples 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 application form and pay the prescribed fees.

[1]Content of Advertisement: "Anyone knowing the whereabouts of <<name of mother>> is being asked to contact the National Identification and Registration Authority at 1-876-619-1260 or 1-876-749-0550 or send an email to motherlocated@nira.gov.jm (Email to be updated)"