Request for Verification

All certificates (births, deaths, marriages, adoptions, and Deed Polls) produced by the Registrar General’s Department (RGD) can be authenticated/verified using the RGD’s verification services. Specific scenarios pertinent for verification are certificates which were created/amended due to a Record Updating activity, namely:

a. **A Correction of Error** - If an error on the birth, death or marriage record which is an error of fact, (for example incorrect birthplace, age or name, a correction or error is necessary).

b. **A Late Entry of Name** - The LEN process allows the child’s name to be entered on the record once a name is not given within one year of registration.

c. **Addition of Father’s Particulars (Status)** - Unmarried parents can add the father if the father did not accompany the mother to do the initial registration. The status form includes a declaration which must be signed by both parents. If either parent is overseas, they will sign before that jurisdiction’s attesting authority (Notary Public, Commissioner of Oaths etc.). The local parent will sign in front of the Justice of the Peace and both declarations will be submitted together as an application.

d. **Re-Registration of birth** - This process is applicable to the children who were born out of wedlock and whose parents subsequently marry one another.

e. **Late Registration** - A late registration is necessary when the individual was not registered within the specified one-year period after birth or death.

f. **Deed Poll** - Affords individuals the opportunity to legally change their name after all other appropriate legal measures have been exhausted to amend their vital records. It provides documentary evidence of the name change and legitimizes the name change. It does not change the name on the vital record (birth/marriage/adoption) but is used along with the vital certificate.

g. **Adoption Certificates**

Requisite documentation for application

1. Applicant is to submit valid picture identification (Passport, Driver’s License, Electoral ID, or a Passport sized photograph signed by a JP/Notary). If the applicant is applying as a third party, they need to submit their ID as well as an ID for the customer.

2. Applicant is to submit the original document for which the verification application is made (Birth, Death, Marriage certificate, etc.).

3. Applicant must state in writing the reason for the application of the verification letter. The letter must be addressed to the RGD, it should also contain the customer’s return address and it must be dated and signed by the applicant.

4. The verification application is not on the Registrar General’s Department website. This application is done in person and comes with a short interview (original documents must be presented for inspection for verification). In the event the applicant is overseas the customer may send a letter outlining the details for verification along with the original document to be verified.

5. The Record Updating application forms found at [https://www.rgd.gov.jm](https://www.rgd.gov.jm) must be properly and fully completed (all relevant information must be captured), uploaded and paid for electronically.

Verification Service Costs (as of MAY 2022)

1. Express Fee (3-4 working days) $4,500.00
2. 7-10 Working Days $3,000.00
3. Ordinary (30 working days) $2,000.00