

Island Record Office (IRO)

INTRODUCTION

The Island Record Office (IRO) was established under the Act of Parliament in 1879. It is an arm of the Registrar General's Department which consists of the *General Register Office* and the *Island Record Office*.

IRO is the national repository of Laws of Jamaica, wills and public writings. Under the Record Office Act, *Section 3*, the Chief Justice of Jamaica is the Keeper of the Records and the Registrar General is the Deputy Keeper of the Records.

The Main Functions of the Island Record Office are:

1. Recording of Deeds, such as:
 - a. Deed Polls,
 - b. Powers of Attorney,
 - c. Bills of Sale and other deeds and writings,
2. Safe Keeping of Public Records such as:
 - a. Wills, Naturalization Certificates of Citizenship, the Laws of Jamaica;
3. Registration of:
 - a. Trade Unions, Opticians and Building Societies;
4. Supplying authenticated copies of the records on request and payment of the necessary fees;
5. General Search, Asset Lien Verification (Bills of Sale search, such as lien on motor vehicles);
6. Registration and indexing of all mortgages and releases from:
 - a. National Housing Trust (NHT),
 - b. Agricultural Credit Board (ACB) &
 - c. Peoples Co-Operative Bank (PCB);
7. Provides the services of Genealogical Research.

All documents must be lodged within (30) days of its date of execution, excepting for Deed Polls and Powers of Attorneys which are lodged within fourteen (14) days, and should be stamped with Stamp Duty within this same period.

REQUIRMENTS FOR RECORDING

Upon accepting a document for recording the following are the general requirements that must be on each document of any type:

1. Date of Execution
2. Name of Grantor and Grantee
3. Affixed signatures of Grantor and/or Grantee
4. Affixed seal and signature of a Justice of the Peace or a Notary Public otherwise (excepting for some Caribbean Islands, such as Cayman Islands, Bahamas, etc. who's officiating attester is also a J.P.) and or a Witness where necessary or stipulated, see The Attestation of Instruments (Facilities) Act of 1949, section 2.
5. Address of Grantor and or Grantee
6. Occupation of Grantor and / or Grantee
7. Stamp Duty- Not all documents are stamped with Stamp Duty, this is made possible by the Exemption Clause

Each recording is done by way of Examiners of the Records who are specifically appointed by the Governor General of Jamaica, Record Office Act, *Section 4*.

The Island Records Office is Located at the Head Office of the Registrar Generals Department ,Twickenham Park, St Catherine.

We can be contacted at 1-876-749-0550 (lime) or 1-876-619-1260 (digicel)

Or at www.rgd.gov.jm.com