

## **CHECK LIST FOR RE-REGISTRATION**

**Print from: [www.rgd.gov.jm](http://www.rgd.gov.jm)**

- Original Birth Certificate or certificate of registration of Child/Children
  - Valid I.D for both parents (Passport, Driver's License/voters I.D.)
  - Parent's **ORIGINAL** Marriage Certificate
  - Parent's Birth Certificate
- ✚ Faxed copies of documents are not accepted

## **IMPORTANT POINTS TO REMEMBER**

- ❖ IDs for both parents are needed
- ❖ All signatures should be **the same** as what is on the ID
- ❖ All errors **must** be crossed out and initialed by the same signing Notary Public/J.P.
- ❖ The dates signed by the Notary Public/J.P. **must** be the same as the date signed by the Declarants
- ❖ All information should be clearly written
- ❖ All photocopied IDs and supporting documents must be certified by the Notary Public or J.P
- ❖ 3<sup>rd</sup> Party applicants must present a letter of authorization. This letter must state the name, address and phone number of the owner of the account (i.e. the child, parent, husband or wife). This letter must also show approval for the 3<sup>rd</sup> party to conduct the transaction for the customer and it must be certified by a Notary Public/J.P.

## **NB: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

- \$1,500** : within 6 weeks
- \$3,500** : 7 to 10 working days
- \$5,500** : 3 to 4 working days