What are the main supporting documents?
- Valid picture identification for ALL applicant and declarants. Either:
  1. Passport;
  2. National ID;
  3. Driver’s License; or
  4. Passport size photograph certified by a Justice of the Peace/Notary Public

Documentary evidence (see attached list)

Who can be a declarant?
- An individual (the child) whose record will be amended. This individual must be at least 18 years old;
- Mother or father/ legal guardian of the child whose record will be amended;
- Credible Witnesses (Preferable Relatives)

Who can submit a Correction of Error application for a birth certificate?
- 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.

Important Points to Remember
- Signatures should be the same as on ID
- IDs for all the Declarants 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.

***All corrections will be stated at the bottom of the newly printed certificates***

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.
For a correction to be made to a Birth Certificate the following documents showing the correct information must be submitted:

**NB: Two (2) Recorded Detailed Statutory Declarations may be required upon review for challenging cases.**

<table>
<thead>
<tr>
<th>TYPE OF ERROR</th>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
</table>
| There is a spelling error with the child’s name | □ a. School record for the child  
 □ b. Evidence of use of the name  
 □ c. Immunization card for the child  
 □ d. Copy of child’s marriage certificate, if applicable  
 □ e. Copy of children’s birth certificates, if applicable |
| Error in spelling of child’s surname        | □ Father’s birth certificate  
 □ School record for child  
 □ Baptismal Certificate                                                                                                                                 |
| The date of birth or gender for a child     | □ a. School record for the child  
 □ b. Hospital/Midwife notification of birth OR  
 □ c. At least two detailed statutory declarations  
 □ d. List of children born to mother  
 **NB:** There is no guarantee that the age/gender will be corrected as each case depends on its own facts |
| Information entered on lines 9-12 concerning the father | □ a. Father’s birth certificate or  
 □ b. Court order (this is dependent on the circumstances of each case) |
| Information entered on lines 13-17 concerning the mother | □ Mother’s birth certificate  
 □ Proof of Address, if applicable  
 □ Children’s birth certificates, if applicable  
 □ List of children born to mother  
 □ Letter of employment, if applicable |
| **NB:** If mother uses a different name, various names or identity and either the mother or the child now wants to have the mother’s name corrected, refer to challenge cases checklist. |
| Information entered on lines 19-21 concerning the informant | □ Informant’s birth certificate  
 □ Proof of qualification, if applicable  
 □ Proof of Address, if applicable |
| Incorrect order of name - The order of the names is different than the order being used. | □ a. School Record for the child  
 □ b. Evidence of use of the name  
 □ c. Immunization card for the child  
 □ d. Copy of the child’s marriage, if applicable  
 □ e. Copy of the children’s birth certificates, if applicable  
 **NB:** IT MUST BE ESTABLISHED THAT AN ERROR OCCURRED BEFORE MAKING SUCH APPLICATION |