

## CHECKLIST CORRECTION OF ERROR (CE) - DEATH

**\*\*\*NOT TO BE USED IN SUDDEN AND VIOLENT DEATH CASES\*\*\***

### **What are the main supporting documents?**

- Valid picture identification for **ALL** applicant and declarants. Either:
  - i. Passport;
  - ii. National ID;
  - iii. Driver's License; or
  - iv. Passport size photograph certified by a Justice of the Peace/Notary Public

### **Documentary evidence (see attached list)**

#### **Who can be a declarant?**

- Widow, Widower or children
- Relatives of the deceased
- Credible Witnesses e.g., Funeral Directors and Pastor who interred the body

### **Who can submit a Correction of Error application for a Death Certificate?**

- Widow, Widower or children
- Parents or legal guardian
- A person presenting a power of attorney which evidence his/her authority to act
- A person presenting a written permission signed in the presence of a Justice of the Peace or a Notary Public, granted by the widow, widower, children, parents/legal guardian
- A person by an order of the Court;

### **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.**

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For a correction to be made to a **Death 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.**

TYPE OF ERROR	SUPPORTING DOCUMENTS
a. Name or Age of the deceased	<input type="checkbox"/> a. Deceased Birth Certificate
b. Gender of the deceased	<input type="checkbox"/> a. Deceased Birth Certificate <input type="checkbox"/> b. Marriage Certificate <input type="checkbox"/> c. Children's birth Certificates
c. Deceased Occupation	<input type="checkbox"/> a. Identification, such as, Passport reflecting occupation at the time of the death or work identification card <input type="checkbox"/> b. Job Letter
f. Date of Death	<input type="checkbox"/> a. Medical Certificate of the Cause of Death (M.C.C.D.) or Post Mortem Examination Report  (Date of death to be treated under the clerical error process upon review of supporting documents)
g. Condition (Deceased Status)	<input type="checkbox"/> a. Death Certificate for the previous spouse (where applicable) <input type="checkbox"/> b. Decree Absolute (where applicable) Where the decree absolute is unavailable, the two detailed statutory declarations, including a letter from the Supreme Court indicating same. These declarations should be recorded at the Island Record Office at the prescribed fees. <input type="checkbox"/> c. Marriage Certificate <input type="checkbox"/> d. No Impediment;
h. Informant's information (such as the address and qualification)	<input type="checkbox"/> a. Identification <input type="checkbox"/> b. Utility Bill or letter from Home Owner/Main occupier of the House <input type="checkbox"/> c. Informant's Birth Certificate