What are the main supporting documents?
- Baptismal record or Certificate of Naming (if the child was not baptized or the baptismal record was lost or destroyed)
- Immunization Card
- School Record:
  i. First basic or primary school attended;
  ii. Letter from Ministry of Education advising of the child’s attendance at school – if (i) is not available;
  iii. If (i) and (ii) are not available then Secondary School Record with supporting letter from Ministry of Education stating the reason/s for the school’s inability to locate the record.
- Valid picture identification for ALL applicant and declarant:
  i. Passport
  ii. National ID
  iii. Driver’s License
  iv. Passport size photograph certified by a Justice of the Peace/Notary Public
- Marriage certificate of child (if applicable)
- Children’s birth certificates
- Other documents:
  a. Utility bills
  b. Recorded Statutory Declaration(s)
  c. Land Titles

NB: The Statutory Declaration (included in this application) may be required to be recorded along with supporting documents for challenging cases.

Who can be a declarant?
- Mother or father/ legal guardian of the child whose record will be amended;
- Credible Witnesses (Preferable Relatives)

Who can submit a Late Entry of Name application?
- 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.
- A person by an order of the Court;
- Credible Witness

IMPORTANT POINTS TO REMEMBER
- All signatures should be the same as on the ID
- ID for the Declarant and Applicant 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.

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.