



JAMAICAN HIGH COMMISSION

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APPLICATION FOR JAMAICAN VITAL RECORDS

The Office of the Registrar General (ORG), formerly Registrar General's Department is the only authority in Jamaica which is responsible for registering vital events such as births, stillbirths, deaths, adoptions, marriages, and deed polls. It is also Jamaica's sole secure repository of these records.

An application can be made to the ORG to replace birth, marriage or death certificates. The certificates, once produced, will be mailed to the address provided on the application form.

Replacement of a birth certificate

An application for the replacement of a birth certificate requires:

1. Completion of the Late Entry of Name Application Form;
2. The Birth Entry Number;
3. Full name of the birth certificate holder;
4. Parents' names;
5. Date of birth;
6. Place of birth (city, district, parish); and
7. Sex of the certificate holder.

Replacement of a marriage certificate

An application for the replacement of a marriage certificate replacement requires:

1. Completion of the Correction of Error (Marriage) Application Form;
2. Place of marriage;
3. Date of marriage;
4. Names of the bride and groom; and
5. Name of the marriage officer.

Replacement of a death certificate

An application for the replacement of a death certificate requires:

1. Completion of the Correction of Error (Death) Application Form;
2. Death Entry Number;
3. Name of the deceased;
4. Sex of the deceased;
5. Date of death;
6. Place of death (city, district, parish);
7. Cause of death; and
8. Date of death registration.

Note: The process may be delayed if the required information is not provided or if the ORG needs to conduct a search.

FEES AND PROCESSING TIMES

Payment should be made via International Money Order made payable to the Registrar General's Department based on the service selected from the list below **(Do not send cash in the mail):**

- 7 to 10 business days – CA\$130
- 4 to 6 weeks service – CA\$70

The application should be mailed directly to:

Office of the Registrar General/Registrar General's Department
Twickenham Park, St. Catherine
Jamaica



BIRTH

THE BIRTHS AND DEATHS REGISTRATION ACT APPLICATION FORM

LATE ENTRY OF NAME APPLICATION

I NEED (# of copies) of the BIRTH certificate for the following individual:

First Name of Child	Middle Name(s)	Surname
Date of Birth (dd/ mm/ yyyy)		Sex of Child: <input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth (Hospital Name or Home Address)	(Parish of Birth)	(District of Birth)
Birth entry number	Date of Registration (dd/ mm/ yyyy)	
First Name of Mother	Middle Name(s)	Surname (Maiden Name)
First Name of Father	Middle Name(s)	Surname

APPLICANT'S INFORMATION

Full Name:	TRN:
Street Address/ Town/City, Zip Code, Country:	
Relationship to Individual:	Email Address:
Reason for applying (please tick): <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Visa <input type="checkbox"/> Other	Telephone number: _____ (cell) _____ (home) _____ (work)
Signature of Applicant:	Date of Application:



DEATH

THE BIRTHS AND DEATHS REGISTRATION ACT

CORRECTION OF ERROR (DEATH) APPLICATION

I NEED (# of copies) of the death certificate for the following individual:

First Name of Deceased

Middle Name(s)

Surname

Date of Death (dd/ mm/ yyyy)

Sex of Deceased:

Male

Female

Place of Death (Hospital Name or Home Address)

(Parish of Death)

(District of Death)

Death entry number

Date of Registration (dd/ mm/ yyyy)

How did the person die? (Tick the box that applies):

Violently

Suddenly

Accidentally

Natural Causes

APPLICANT'S INFORMATION

Full Name:

TRN:

Street Address/ Town/City, Zip Code, Country:

Relationship to individual:

Email Address:

Reason for applying (please tick):

Telephone number: _____ (cell)

_____ Driver's licence _____ Passport _____ Visa

_____ (home) _____ (work)

_____ Other

Signature of Applicant:

Date of Application:



MARRIAGE

THE BIRTHS AND DEATHS REGISTRATION ACT

CORRECTION OF ERROR (MARRIAGE) APPLICATION

I NEED (# of copies) of the MARRIAGE certificate:

Bride's Full Name (including Maiden Name):	Groom's Full Name:
Place of Marriage:	Parish of Marriage:
Marriage Officer's Name:	Date of Marriage (dd/ mm/ yyyy):

APPLICANT'S INFORMATION

Full Name:	TRN:
Street Address/ Town/City, Zip Code, Country:	
Relationship to individual:	Email Address:
Reason for applying (please tick): _____ Driver's licence _____ Passport _____ Visa _____ Other	Telephone number: _____ (cell) _____ (home) _____ (work)
Signature of Applicant:	Date of Application: