



## BRANCHES ISLANDWIDE

### HEAD OFFICE

Twickenham Park  
St. Catherine

### ST. ANN

5 Windsor Road  
St. Ann's Bay

### ST. CATHERINE

Shop #1-2  
15 West Trade Way  
Big Buy Plaza, Portmore

### ST. ELIZABETH

Shops 17 & 18 Supreme Plaza  
Lots 2 and 3 Institution Drive  
Santa Cruz

### KINGSTON

58 Duke Street

### PORTLAND

19 West Palm Ave  
Port Antonio

### MANCHESTER

Shop #G14  
24 Hargreaves Ave  
Mandeville

### WESTMORELAND

7 1/2 Lewis Street  
Savanna-La-Mar

### ST. JAMES

22 1/2 Humber Ave  
Natural Mystic Plaza  
Montego Bay

### CLARENDON

10 -12 Bryant's Crescent  
May Pen



MARCH 2022



## CONTACT INFORMATION

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## CORRECTION OF ERROR

### What is a Correction of Error?

“ A Correction of Error is a Record Updating procedure that allows for the amendment or correction of errors of fact on a birth, death or marriage record. ”



## Examples of Errors of Fact

- Incorrect spelling of child's name
- Incorrect place of birth for mother and/or father
- Incorrect spelling of mother's and/or father's name or use of mother's and/or father's pet name instead of given name
- Incorrect age of mother and/or father
- Incorrect number of children born to mother
- Occupation of mother and/or father, bride and/or groom or deceased
- Bride or Groom's name
- Sex

All applicants must have satisfactory evidence to support a Correction of Error request.



## The Correction of Error Process

The Correction of Error form includes two statutory declaration forms that must be signed by two persons in the presence of a Justice of the Peace or Notary Public (if overseas). The statutory declaration may be completed by:

- An adult whose name or particulars are being corrected on the birth or marriage record where the error occurred.
- A parent or relative having knowledge of the birth (in the case of a minor).
- Credible witness having knowledge of the birth, death or marriage.

## What is Required

Primary and secondary evidence is required as proof that an error occurred at the point of registration. These include:

- Baptismal or Christening record School record signed and stamped by the current principal of first basic, primary or preparatory school attended
- Birthing centre notification
- School leaving certificate
- Relevant supporting documents such as parent's birth, marriage or death certificate or birth certificate of bride and/or groom
- Valid Government issued identification or notarized passport size photograph
- Return to the ORG with completed form and make payment or upload completed form



## How is the Amendment Reflected on a Certificate?

The error is reflected below the heading "Amendment" at the bottom of the certificate.

For example, if the correction of error was done to the spelling of the mother's name from **Carren** to **Karen**, the incorrect spelling would be reflected at the bottom of the certificate while the correct spelling remains in its original position (line 15).

Return to the ORG with completed form and make payment or upload completed application and make payment online.

Where necessary the ORG may conduct an interview to gather additional information.